



HAWAII BAPTIST ACADEMY

JOB DESCRIPTION

JOB/POSITION TITLE: ELC Teacher Assistant

OFFICE/CAMPUS: HBA ELC Campus

REPORTS TO: ELC Director(s) and Lead Teacher

STATUS: 12 months, full time(non-exempt)

PRIMARY PURPOSE: *The HBA ELC Teacher Assistant works with the Lead Teacher and other members of the teaching team. The Teacher Assistant is responsible for assisting the Teacher in charge and/or teaching team(s).*

Responsibilities which the Teacher Assistant is responsible for:

- Bring the living Jesus to each child; teaching like Jesus and being an example of the Christian way of life while maintaining a Christian environment through praise of the Lord, healthy attitudes, excellent role modeling, prayers, music, stories, shared experiences, and other visuals.
- Maintain a professional appearance, a commitment to quality early childhood education, upholding HBA at ELC standards, Mission, Philosophy, Expectations, and reinforcing the NAEYC Code of Ethics as described in the staff handbooks as well as the NAEYC standards.
- Conduct self in a professional manner, display teamwork, maintain a positive attitude, and support and respect others. (Refer to Attitude & Professional Standards in handbook)
- Continue professional development through additional college-work, attending professional workshops, membership in professional organizations (HAEYC/NAEYC), and reading professional literature. (Maintain interest in profession as teacher)
- Work cooperatively in bringing about the success of the school program.
- Ensuring that the HBA Director is aware of events in class, student/family issues, and/or staff concerns.
- Report to work on time and on a regular basis as well as informing HBA Director of absences in advance.

- Attend and participate in all HBA meetings and sponsored events: team/staff meetings, Professional Development days, Assessments, Parent Orientation, Parent Education opportunities, Fundraising events/activities, and any events promoting HBA.

The Teacher is expected to:

1. CHILDREN

- Greet children and parents as they arrive/depart daily.
- Be sensitive and responsive to children's needs.
- Use positive modeling and behavior management. Evaluating and assessing situations (children) before making decisions.
- Take appropriate action in case of a child's illness or accident and keep accurate injury records on accident report forms.
- Interact with the children. Seeing that quality time and interaction is taking place with the children, using time with children as opportunities for learning.
- Ensure that the assigned group is always supervised adequately, NEVER left alone.
- Provide quality supervision of children at play, mealtime, in the restroom, and all other activities. (Be AWARE of the amount of children in class – attendance) Ensure that the staff are spaced for maximum coverage of the classroom or playground for the safety of the children. Ensure that co-workers do not stand or sit together in clusters.
- Work with individual small groups of children as directed by the Teacher in charge. (Responsible for the welfare, health, safety, and overall management of children in the group).
- Help facilitate a child's learning by implementing small group lessons using the Instructional Framework and small group as planned by the teacher in charge.
- Help with preparation and implementation of classroom and outdoor activities & learning centers.
- Contribute information for student development (and progress reports).
- In partnership with the Lead Teacher, observe and document students' growth via written observations and photograph children's learning and development. Create a Student Portfolio containing observations and evidence for a small group of children as assigned by the Lead Teacher.
- Assist with fire drill procedures, practice drills, being aware of escape routes.
- Participate in discussions (collaborate) with the teacher in charge in regards to: ideas for classroom, activities, and children's progress (development).

2. PROGRAM

- Help to provide an attractive, clean, and safe environment. Assist in cleaning areas as needed.
- Help to take care of equipment and materials. Maintain and replenish materials.
- Ensure that the children and adults are using materials properly and respectfully.
- Work cooperatively with staff. Cooperate, confer and communicate with the HBA Director(s), teacher and teaching team.

3. PARENTS

Provide quality customer service -

- Relate in a positive professional manner.
- Respect confidentiality.
- Be sensitive to their needs.
- Be a positive role model.
- Relay messages to and from Teacher in charge/HBA Director(s).
- Direct appropriate concerns to appropriate personnel. ● Help encourage school/class/child involvement.

4. PERIODIC DUTIES

- Participate in HBA sponsored events such as: assessments, parent education opportunities, and HBA promotions (i.e. open house).
- Keep abreast with Early Childhood Education.
- And all miscellaneous duties assigned by the HBA Director for the betterment of the students and program.

CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

MINIMUM QUALIFICATIONS

- **Spiritual:** Must have accepted Jesus Christ as Lord and Savior of his/her life and demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message", the tenets of the Southern Baptist denomination.
- **Skills/Knowledge:** Excellent Understanding of the principles of Child Development and ELC educational methods, familiarity with safety and sanitation guidelines for classrooms, excellent communication and instructional skills, ability to work with a variety of people; team player, friendly and reliable, balance between a creative mind and a practical acumen, CPR, First Aid, and AED training is required

A Teacher Assistant must meet one of the following:

1. High school diploma or equivalent; and
2. Minimum of ten months working experience in an early childhood program; or
3. Post-secondary credential in child development associate program (CDA) or colleges courses (preferably in education)

WORKING CONDITIONS:

Equipment and Software Use: Computer skills, photocopier, SmartBoard, iPad, Google docs/calendars/forms, Blackbaud MyEagle (as applicable), Bloomz Communication Tool

Work Hours: Monday-Friday, shift to be shared at the start of each school year. Some weekday after-hours and weekend work may be required. Occasional outside workshops and conferences may be required.

Mental Demands: Ability to see both overall picture and detail. Ability to do long-range planning. Exercises good judgment, able to make sound decisions, ability to manage multiple projects simultaneously.

Physical Demands: Ability to stand for long periods of time. Flexibility in moving with children. Ability to lift a minimum of 30 pounds. ** Note: although it is not a requirement to carry children from activity to activity, in the event of an emergency a teacher may be in a position (required) to carry a student(s). Be able to actively and physically move about the facility and playground in order to provide quality supervision for

ELC age children. (When dealing with ELC children physical quick responses are necessary)

Social Demands: Ability to communicate clearly and effectively with all stakeholders in a friendly, professional, and concise way.