



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Early Childhood Education Teacher Assistant
Payroll/Personnel Type:	10 Month
Job #:	7008
Reports to:	School Principal
Shift Length:	6.5 Hours
Union Eligibility:	Eligible

Position Summary:

To assist and support Pre-School teachers in implementing developmentally appropriate activities and routines for children ages 3 to 5. The Teaching Assistant works in close partnership with the Pre-School teacher and reports to the school principal.

Essential Functions:

- Assist with whole-group activities and implement small-group and learning-center activities under the teacher's direction.
- Facilitate children's engagement in play-based learning experiences and assist with transitions between activities.
- Promote children's social-emotional development and assist in managing challenging behaviors to ensure a safe and positive learning environment for all students.
- Provide support to children during personal care and self-help activities, such as toileting, cleaning after accidents, managing clothing (tying shoes, zipping coats, buttoning), opening food containers, and addressing other age-appropriate daily needs.
- Support the teacher in maintaining a clean and organized classroom environment.
- Support the teacher with documentation and observation of children's developmental progress.
- Communicate observations and concerns regarding students' development and behavior to the Pre-K teacher.
- Prepare and organize materials, supplies, and learning centers in advance of classroom activities.
- Support active supervision of children during meals, nap time, outdoor play, transitions, field trips, assemblies, and special events.
- Accompany students to related arts classes such as art, music, and physical education to maintain required ratios and support PreK students during instruction.
- Engage in professional development activities and implement feedback to enhance instructional practice.
- Assist substitute teachers in maintaining classroom routines and required student-to-staff ratios during the teacher of record's absence.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

- Demonstrates responsibility, reliability, and professional conduct
- Proficient in using technology or willing to learn
- Able to interact effectively with diverse populations, including teen parents, families, and students from various cultural and linguistic backgrounds



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Experience:

- Experience in early childhood settings such as preschools, childcare centers, camps, or recreational programs (preferred)
- Experience supporting children with personal care routines (preferred)
- Experience working as part of an educational team (preferred)

Education:

- A minimum of 60 hours of college credits **OR**
- Associate's degree or higher **OR**
- Passing score on Missouri ParaPro or Paraprofessional Assessment **OR**,
- Completion of Missouri's online Substitute training program **OR**
- Valid Missouri Substitute Teaching Certificate (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee _____ Date _____

Immediate Supervisor _____

Date _____

Human Resources _____ Date _____



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.