



JOB DESCRIPTION

TEACHER AIDE

FLSA & PAY STATUS

Current FLSA Status: Non-exempt

Current Pay Status: Hourly

Escuela Viva was developed with two main goals in mind. The first is to provide an enriching environment that supports the spiritual, academic, and humanistic needs of our children. The second is to support the development of both English and Spanish language skills. Our guiding principles are that love, and respect permeate every aspect of our school community, that children are competent active learners, and that children, parents, teachers, and the environment are partners in the learning process. We believe that children have an amazing capacity to learn language and that children are celebrated and empowered when their learning is made visible.

JOB SUMMARY

A teacher aide assists the classroom teachers with the care, well-being, and teaching of the children. A childcare teacher aide generally helps with children ranging from birth through age 5, so the responsibilities can vary depending on the age group. One of the Teacher Aide's main responsibilities is to assist the school staff in meeting the needs of the classroom and the children. These responsibilities fall under two main roles, Teacher Assistant and Floater/Support. A Teacher Aide may be asked to fulfill duties under either role or both depending on their qualifications, experience, and the needs of the school.

RESPONSIBILITIES

- Provide and/or ensure adequate supervision of children during school hours.
- Supervises health and safety needs of children on and off grounds, including field trips.
- Keeps the classroom neat and orderly.
- Assists in the implementation of programs as directed by the teaching staff, which encourages parent involvement and development.
- Responsible for ensuring the health, hygiene, safety, and overall well-being of children always.
- Must have the ability to nurture respectful relationships with the children's families and must be sensitive to the client's cultural and socioeconomic characteristics.
- Responsible for reporting any symptoms of child abuse and neglect, abnormal behaviors, injuries, and illnesses to the Supervisor and/or parents.
- Assist in creating an inviting, stimulating, culturally sensitive environment by actively soliciting parent input.
- Maintains confidentiality of records and information of staff and families.
- Strict compliance with universal precautions in the classroom and/or when administering first aid.
- Provides a nurturing environment, which supports the individual development of each child.
- Assists in maintaining daily, weekly, and monthly logs and reports.
- Attends staff meetings and training as assigned.
- Supports short and long-term goals in the classroom as outlined by the classroom teacher.



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- Maintains a professional image and manner consistent with the mission and goals of Escuela Viva
- Additional responsibilities as deemed necessary by program needs, and the owner of Escuela Viva.

EDUCATION AND EXPERIENCE

- Must apply for and receive a minimum of step 1 on the Oregon Registry AND have a Training Plan for obtaining a step 3 by the start of the 2nd year of employment
- Organizational skills
- Problem-solving skills
- Computer and word processing skills

QUALIFICATIONS

- Must pass a full background check, including fingerprinting, references, and DELC requirements.
- Must be medically fit to perform all job duties, free of communicable disease including TB, and provide documentation from a licensed physician within the past year.
- Warm, friendly, caring, upbeat personality. Exceptional people skills in dealing with young children, parents, and staff. Professional, reliable, and prompt.
- Bilingual (Spanish/English) preferred

PHYSICAL REQUIREMENTS

- Walk safely and alertly for extended periods.
- Regularly required to stand; walk; sit; crouch; use hands and arms to finger, handle, feel, or carry; reach with hands and arms.
- Regularly required to lift to 10 lbs. and up to 50 lbs.
- Regularly required to talk or hear; read and identify numbers

CAREER PROGRESSION OPPORTUNITIES

Escuela Viva mentors teachers as they strive to grow in the field of early childhood education. We provide training and support to allow staff to advance into roles, such as:

- lead teacher
- in-home provider
- center director
- owner
- multi-site directors and/or
- consultants

Escuela Viva will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Escuela Viva.



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Escuela Viva provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Acknowledgment and Signature

I hereby acknowledge that I have received, read, and understand the job description for my position at Escuela Viva. I understand the duties, responsibilities, and expectations outlined in this job description, and I agree to perform them to the best of my ability.

I also acknowledge that this job description is intended to be a general guideline and may be subject to change as the needs of the company evolve. I understand that any changes to this job description will be communicated to me promptly.

By signing below, I confirm my understanding and acceptance of the job description and my commitment to fulfilling my role as described.

Employee Name:

Employee Signature:

Date: