

THE COORDINATED CHILD DEVELOPMENT PROGRAM (CCDP)

JOB DESCRIPTION

FULL OR PART TIME FLOAT/SUB

The Coordinated Child Development Program (CCDP) has worked to make quality, affordable child care available to families of Ontario County, New York and those who work there since 1973. The organization is governed by a Board of Directors composed of a cross section of individuals from the community representing educators, parents, businesses, community organizations, doctors, lawyers and other professionals. While working to achieve the goals of the organization, the teacher assistant has the benefit of these individuals' experience, insight and knowledge. He/she also benefits from the expertise of the Executive Director and Director.

Definition

Each FULL OR PART TIME SUB/FLOAT t is responsible for the implementation of the center's educational program. She/he is accountable to the classroom teacher(s) and Site Director.

Qualifications

Must meet one of the following:

- High School diploma or GED.
- Some experience working with young children, school-age children (SA programs) and/or
- Some coursework in early childhood education, school-age credential or a related field.

Physical Requirements

- Lifting: must be able to lift up to 40 lbs.
- Must be able to stand, sit on low children's chairs, walk, bend, and sit on the floor
- Must be able to take an active part in fire drills
- Must be able to maneuver up and down stairs daily.
- Must be able to accompany and interact with children on field trips
- Must be able to ride a bus
- Must be able to go outside and interact with the children on a daily basis (weather permitting)
- Must be able to complete paperwork and do computer entry requirements
- Capable of working # of hours required by position

Responsibilities

Curriculum Responsibilities

- Have an understanding of the curriculum being used.
- Know where the lesson plans are, and follow them daily.
- Work as a team
- Attend family nights

Classroom Responsibilities

Responsible for executing age appropriate activities to accomplish the goals and support the philosophy of CCDP.

- Support co-teacher with all paperwork duties.
- Help keep room orderly and clean
- Give children the opportunity to move their bodies in a variety of ways.
- Interact with children in ways that encourage them to think and solve problems.

Parent Communications

Teacher assistants will be friendly and accommodating to parents and will communicate parents' concerns to the classroom teachers and Director. Teacher assistants must greet parent and child at the end of the day and say goodnight at the end of the day. Teacher assistants are expected to show a welcoming attitude when dealing with parents.

Evaluation of Job Performance

FULL AND PART TIME FLOATS/SUBS will undergo formal yearly evaluations. These evaluations will be conducted by the Director. The aforementioned responsibilities and duties will serve as the basis for the evaluation. The Director will provide the teacher assistant with the evaluation report and findings within two weeks of the evaluation and in turn the teacher assistant will acknowledge receipt by signing the report.