



Teacher's Aide

FLSA Status	Non-Exempt
Reports to:	Classroom Teacher
Supervises:	No supervisory responsibilities

JOB SUMMARY

The Teacher's Aide (TA) is responsible for supporting the classroom Teacher to ensure a safe and stimulating educational environment. Teacher's Aides are responsible for the delivery of developmentally appropriate educational services for all children assigned in their group as determined by the Teacher. Teacher's Aides work under the guidance of the classroom Teachers, in collaboration with Daystar Kids multi-disciplinary team comprised of partner Teacher's Aides, Therapists, Nurses, and special education and early intervention providers, to deliver high quality, individualized and group enrichment programming for children receiving pediatric respite services at Daystar Kids.

Teacher's Aides perform their duties in compliance with all applicable rules and regulations governing the Agency's operations and in conformity with Daystar Kids family and child-centered values and mission.

ESSENTIAL FUNCTIONS

- Attends to the safety of children and ensures that the specialized health care needs of all children are enforced, monitored, and appropriately documented.
- Maintains and updates required records.
- Cares for children effectively, while maintaining a calm, engaging, and nurturing environment.
- Understands the comprehensive needs of each child, incorporating social-emotional, physical, intellectual, sensory, and other developmental stimuli and strategies, and adjusts plans daily, or as needed for each child.
- Under the Supervision of the Teacher, adheres to the directives outlined in each child's individualized Plan of Nursing Services (PONS).
- Incorporates goals and executes activities in conformity with each child's developmental and medical requirements.
- Promotes inclusion and engages in multiple learning/communication tactics and strategies to engage and support children with special needs.
- Complies with all applicable regulations, Agency policies and procedures, and training requirements.
- Organizes and maintains the instructional environment, materials, and supplies.
- Maintains a clean and welcoming environment, adhering to Daystar Kids disinfecting and sanitizing requirements.
- Maintains confidentiality of all information related to the Agency, participants, family, and staff. Complies with all HIPAA standards.

OTHER DUTIES

- Works collaboratively with Daystar Kids multi-disciplinary team to ensure that children are well supervised and appropriately engaged.

- Builds and maintains relationships with children and family members, coworkers, outside providers, and volunteers.
- Adheres to Daystar Kids customer service principles and serves as an ambassador for the program.
- Attends all meetings, conferences, program events and professional development activities, as required.
- Fulfills the minimum annual training requirement of 15 hours of approved training pertaining to the protection of the health and safety of children.
- Accomplishes all other duties and tasks as appropriately assigned or requested.

EDUCATION & EXPERIENCE

- Minimum two (2) years of relevant field experience supporting children with special health care and/or developmental needs. Relevant college degree with a minimum of 12 credit hours in early childhood education, special education, child life studies and/or related field preferred.
- Pre-employment background screen is required.

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated ability to work successfully with children with special health care and/or developmental needs.
- Ability to show care and compassion for others.
- Demonstrated belief in valuing diversity.
- Demonstrated ability to work collaboratively with others.
- Excellent verbal and written communication skills.
- Proficient computer skills.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must frequently lift and/or move up to 50 pounds.
- The employee must be able to regularly stand for long periods of time, sit, bend, and assume postures in low positions to best engage children and ensure visual contact.
- The employee is regularly required to move from a seated position to a standing position promptly.
- The employee is regularly required to use hands; reach with hands and arms and talk or hear.
- The noise level in the work environment is usually moderate to loud.

Salary Range: \$20.00-\$28.00/hr.

I can, with or without reasonable accommodation(s), perform the essential functions of this position:

Employee Name

Employee Signature **Date**