

**Berean Community Development Corporation
Dr. Kerwin B. Lee, President & CEO**

Teacher Assistant

Department: Early Learning Academy

FLSA: Non-Exempt

Reports to: Director of Child Care Services

Principle Role

The Teacher Assistant is accountable to the Director of Child Care Services for assisting the Lead Teacher in providing a safe, caring and enriching learning environment.

Primary Responsibilities

The Teacher Assistant is responsible for:

- Adhering to center policies and procedures
- Assisting with daily clean-up of the classroom and vehicles
- Collaborating with the lead teacher in implementing a creative program appropriate for infants & preschool children
- Enforcing emergency processes and procedures
- Exercising appropriate behavior management and classroom discipline procedures
- Implementing daily activities that meet the physical, emotional, intellectual and social needs of the children
- Instructing the children in a positive manner
- Maintaining a safe and healthy environment
- Operating according to policies and procedures of the Department of Early Care and Learning
- Providing leadership in the classroom
- Requiring the ability to lift of up to 35lbs
- Understanding the concept & use of learning center
- Performing all other duties as directed by the Director of Child Care Services and Senior Pastor

Preferred Requirements

Candidates must meet the following requirements:

- Must have a high school diploma or GED
- Must show evidence of CPR and First Aide Training
- Must complete staff orientation.
- Must be willing to complete 10 continuous hours of child care training annually.
- Must have at least 2 years experience working in a licensed child care facility