

Alaska Literacy Program

JOB TITLE: TEACHER ASSISTANT

JOB SUMMARY: Work with families and young children in an educational setting providing support and language development in the preschool and toddler program

REPORTS TO: FAMILY LITERACY EDUCATOR

QUALIFICATIONS:

1. Enjoy working with young children and parents
2. Positive outlook
3. Fluent English speaker
4. High School Diploma or equivalent
5. CDA or working towards
6. First Aid Certificate
7. Knowledge of early childhood development and learning

MAJOR RESPONSIBILITIES:

1. Work with children, ages 0 to 60 months.
2. Engage children in age appropriate activities to develop early literacy skills.
3. Maintain a safe, clean, care-giving environment.
4. Partner with parents to promote bilingual learning opportunities for all children in the program.
5. Promote feeling of security and trust in children.
6. Maintain a positive, calm attitude and a pleasant voice.
7. Talk, sing and read frequently.
8. Help with snack time.
9. Support and participate in other scheduled activities such as home visits, field trips, potlucks, PACT and parent times.
10. Responsible for cleaning classroom.