

sonoma county

As an affiliate of an international membership organization, the YWCA Sonoma County has devoted the past 40 years to empowering women and affirming the worth of all people, regardless of gender or race.

At the heart of the YWCA's programs are our domestic violence services. We provide a wide range of services to victims of domestic violence and their children so they can heal, become self-sufficient, and return productively to the community.

Position:	Teacher Assistant	Wage:	\$13.00 - \$15.00
Department:	A Special Place	Pay Basis:	Hourly
Reports To:	Center Director and/or Site Supervisor	FLSA Status:	Non-Exempt
Hours/Week:	25-35 hours a week	Benefits:	N/A

Position Summary

Working under the direction of the Site Supervisor the Teacher's Assistant assists with preparing the environment, set-up and clean-up, curriculum activities, supervision of children while participating in outdoor and indoor activities, children's health and hygiene, food preparation, and related duties.

Distinguishing Characteristics

This is the entry level of the Child Care career ladder. This classification works with direct supervision. This classification must meet and maintains qualifications to meet State of California, Title 5 requirements (at minimum of Aide level in the permit matrix), including professional growth activities. Associate Teacher is the next level in the career ladder.

Essential Tasks

These are core functions of the job that, if removed, the job would simply not exist. Competent performance of all essential tasks is critical to the continued employment of the employee in this position.

- Supervises children inside and outside in daily activities.
- Assists Site Supervisor and Teacher with preparing center environment for arrival of children; sets up center with appropriate environment, activities, follows center daily schedule, conducts daily group time activities; assists with nap time; and assists Teacher with projects as needed.
- Assists with food preparation activities as assigned; assists with serving breakfast, lunch and snacks and meal clean up; assists with morning communication, including log entries, telephone messages, parent communication; and conducts health check as children arrive.
- Releases children only to authorized persons.
- If assigned to later shift, puts away materials, puts chairs on tables, and performs general cleanup of center; assists with evening communication, including log entries, parent communication, messages.
- Promotes and enhances children's development through nurturing and positive interactions; handles inappropriate behavior effectively by speaking to children in a positive tone of voice and redirecting children to appropriate alternatives models what should be done; models positive interaction with children, showing respect and consideration for all children; leads activities which promote children's self-esteem, including acknowledging and reinforcing positive behavior.
- Follows State licensing regulations, YWCA and center policies and procedures.
- Discusses with children ways to handle situation more positively; protects children from harm; uses limited time-out; consults with Site Supervisor and/or Center Director about sending child home in cases of "big hurting"; and contacts parent as needed.
- Participates in annual program evaluation and works with other staff to implement any changes needed.
- Documents incidents as needed in log and incident report forms and notifies Center Director of issues.
- Models positive, professional communication with all parents and maintains family confidentiality.

- Maintains center environment in a clean, organized manner; maintains all curriculum areas with appropriate materials in sufficient variety and quality incorporate culturally competent/multicultural materials and activities; uses existing materials effectively.
- Works with other center staff to maintain a safe environment, including assessment of indoor and outdoor environment for hazardous conditions and removal of broken or unsafe equipment and materials, informing Center Director of conditions needing repair, handling accidents, first aid.

- Continues professional development to meet and maintain State of California, Title 5 Child Development Division qualifications for position (at minimum of Aide level in the permit matrix); prepares annual growth plan and maintains record of professional growth activities.
- Performs routine non-instructional activities related to the care of children, including clothing, feeding, first aid and assisting with toileting;
- May care for classroom animals;
- Performs housekeeping tasks as required.
- Performs other duties as requested.

Prerequisite Qualifications

The candidate must meet the following criteria in order to be considered for employment in this position:

- Must meet the Teacher Assistant requirements of the California Department of Education, Child Development Division, for Title 5 child care center as follows: Complete six semester units of early childhood education or child development course work or complete an approved Home Economics and Related Occupations (HERO) or Regional Occupation Program (ROP) in Child Development Related Occupations
- First aid and CPR certificates a plus.
- Prior to employment, obtain fingerprint clearance and pass TB testing
- Prior to employment, must pass pre-employment physical and drug test
- Prior to employment provide proof of immunizations to influenza, pertussis and measles.
- Valid CA driver's license and current auto insurance

Supplemental Qualifications

The candidate who possesses the following skill(s) is preferred over an otherwise equally-qualified candidate:

- Proficiency in another language other than English, specifically, Spanish or other locally significant languages

TO APPLY: Submit Resume & Cover Letter to wadams@ywcasc.org with “Teacher Assistant” in subject line.

Thank you for your interest in employment with the YWCA. We may be unable to respond to every individual submission due to a high volume of applicants. Please do not telephone. Applicants who do not follow the application procedure are immediately disqualified.

To view the full job description and other open positions please visit our website at <https://www.ywcasc.org/who-we-are/careers/>