

## Riverhouse Children's Center Teacher Aide Job Description

FLSA Status: Full time

Reports to: Program Director

### QUALIFICATIONS

- Must be 16 years of age or older, 18 years of age or older to work with infants.
- Must enjoy spending time directly with young children. And:
- Riverhouse will work with candidates on a pathway towards ongoing Professional Development in Early Childhood Education, which also provides opportunities for advancement in the Riverhouse wage scale.

### SKILLS

- Demonstrated emotional intelligence—able to regulate one's own emotions, and support children in their own social-emotional growth with patience and maturity.
- Demonstrated ability to work with other adults, including working with lead teachers and supervisors, and collaborating with all Riverhouse employees with an emphasis on team success and a positive attitude.
- Demonstrated ability to actively supervise a group of children of the target age group.
- Must be flexible and a team player who is willing to do what is needed in the center, when it is needed.
- Solution-oriented, creative, enthusiastic, and compassionate when problem solving and supporting children and adults alike.
- Excellent communication skills, both written and verbally.
- Ability to bend, squat, crawl, kneel, dance, and participate in children's movement activities.
- Must be able to lift up to 50 pounds.

### COMPENSATION

- Teacher Aides are paid an hourly rate based on their education and experience. Starting wage ranges from \$16-\$19 an hour, and is dependent on PDIS Level and/or completed CDA or Degree.

### BENEFITS

- 50% childcare discount for children of teachers who are full time students at Riverhouse.
- 50% pay during the 5 weeks Riverhouse is closed each year: Spring Break, Summer Break, Thanksgiving Break and two weeks for Winter Holiday Break.
- Paid background check and fingerprinting.
- Paid sick time accrued with hours worked.
- Paid Time Off (PTO) for vacation for full-time workers (30-40 hours per week.)
- Paid Health Care benefits through Durango Primary Care.
- Dental Care with Delta Dental.
- Retirement benefits with up to 3% matching funds in an IRA.

### EDUCATION & TRAINING EXPECTATIONS

- Completion of training in Conscious Discipline and application of the skills used in child conflict resolution.
- Completion of training in Trauma-Informed Care, and application of skills used in creating Trauma Informed classrooms.

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- Will complete 15 or more hours of professional development annually.
- Support is provided by Riverhouse for all teachers to advance in the wage scale through ongoing professional development in Early Childhood Education.

### CLASSROOM ENGAGEMENT & TEAMWORK EXPECTATIONS

- Responsible for following all Riverhouse policies and procedures, and Colorado rules and regulations.
- Support lead teachers in the implementation of weekly lesson plans from the Creative Curriculum, provided by Riverhouse for Infant, Toddler and Preschool teachers.
- Regular communication with Parents: including daily sheets and/or daily interactions at pick up and drop off, daily use of the Brightwheel communication system for texts and sharing of pictures, and phone calls for required scenarios, such as a head injury or a fever.
- Maintain active supervision and guidance of a group of children at all times; be actively engaged with children during play time inside and outside the classroom.
- Support the children in learning family style dining skills in classrooms older than 10 months old, and join them at the table to model dining.
- Supervise the arrival and dismissal of children with personalized attention to each child and their parent or caregiver.
- Maintain the cleanliness of the classroom at all times following Standard Precautions best practices.
- Ensure all toys, manipulatives, materials and equipment are developmentally appropriate for the age group of the classroom at all times.