

**FACULTY STUDENT ASSOCIATION OF
TOMPKINS CORTLAND COMMUNITY COLLEGE
10-month position**

POSITION TITLE

Teacher Aide

GRADE

1

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ORGANIZATIONAL UNIT

Child Care Center

REPORTS TO

Head Teacher

APPROVED BY

SUMMARY

Responsible for assisting the Head Teacher and other Child Care teachers with the implementation of the classroom program and daily schedule in accordance with policies and philosophy of the FSA Child Care Center and New York State Office of Child and Family Services (NYS OCFS) regulations.

NATURE AND SCOPE

- Assists the Head Teacher and/or Assistant Teacher in the implementation and supervision of classroom activities.
- Assist the Head Teacher and/or Assistant Teacher in providing a stimulating and developmentally appropriate environment designed to meet each child's emotional, social, physical and intellectual needs.
- Confers with supervisor, support personnel and other staff to discuss needs of the children, parents, and program.
- Establishes and maintains a friendly cooperative relationship with each child's parent and/or other caregiver through daily communication as required.
- Maintains confidentiality.
- Attends appropriate meetings, workshops and training sessions. May provide programmatic feedback to the classroom teachers to assist in monthly agenda's for staff meetings.
- Assists in maintaining records as needed.
- Assists in maintaining fire, health and safety standards.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or equivalent and experience related to caring for children. Demonstrated ability to work cooperatively in a team environment. Current certification in First Aid and CPR required. If a candidate does not possess certification at the time of employment, the incumbent must obtain this certification within three months of the date of appointment. The incumbent must maintain valid certification for the duration of employment.

PREFERRED QUALIFICATIONS

Child Development Associate Credential (CDA).

ADDITIONAL REQUIREMENTS

NYS OCFS background check and physical are required at the time of appointment.