



JOB OPENING

JOB TITLE: Teacher's Assistant/Flex Aide
DEPARTMENT: ACAP
SUPERVISOR: ACAP Program Director
STATUS: P/T Hourly
SALARY SCALE: \$10.98 - \$11.88 per/hr DOQ/DOE **FTE:** .50

OUR MISSION: With the belief that every young person should be given the opportunity to grow and progress to their fullest potential, our professional and compassionate staff provide a continuum of programs and services to our evolving and diverse regional community.

JOB SUMMARY: The Teacher Assistant/Flex Aide assists with the supervision of the children both individually and in groups to provide care, guidance and developmental experience that meets the appropriate educational and emotional needs of the children.

ESSENTIAL RESPONSIBILITIES, DUTIES AND TASKS:

Under the guidance of the Lead Teacher, the Assistant or Flex Aide will be available to help in all aspects of the daily program including:

1. Shared responsibility for maintaining the learning environment for children.
2. Aiding in the evaluation of daily programming with the interest of improving teaching and working relationships.
3. Keeps classroom neat and orderly and maintains equipment in good condition.
4. Supervise the classroom for brief periods when the Lead Teacher is called away.
5. Cooperates with staff and is accountable to Teachers, Program Assistant and Director.
6. Must interact with children at mealtime, in classroom and on playground.
7. Must keep children constantly within visual and audible range for safety.
8. Attend parent meetings and in service trainings (at supervisors request).
9. Observe the daily health condition of each child.
10. Report all incidents of suspected child abuse immediately.
11. Perform other related work as required or requested by the Lead Teacher or Director.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

EDUCATION and EXPERIENCE:

1. High School Diploma or equivalent (GED) preferred, must be working toward completion

MINIMUM QUALIFICATIONS:

- Two years working with children in a similar environment;
- Excellent attendance record;
- Positive communication skills.

DESIRED QUALIFICATIONS:

- Must exhibit a desire and ability to work with children and have awareness of children's cultural differences;
- Have an understanding of child development;
- Patient, nurturing and compassionate individual;
- Be a team player and flexible;
- Ability to maintain confidentiality.

REQUIRED LICENSES, CERTIFICATES, OR KNOWLEDGE:

- Cleared DEL background check;
- Proof of negative TB test;
- Current First Aid certification;
- Current Food Handler's Card (can be obtained within 30 days of hire).

PHYSICAL DEMANDS/WORKING CONDITIONS: Caring for children can be physically demanding. The Teacher's Assistant/Flex Aide may need to lift and/or carry children and equipment. May spend time sitting on the floor or child sized furniture. The Teacher's Assistant/Flex Aide will be expected to clean and maintain equipment and facility, and may move throughout the center with children. The Teacher's Assistant/Flex Aide may come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff and themselves.

HOURS & COMPENSATION: This is a part-time position. The pay is calculated based on education and relevant experience.

TO APPLY: Applicants should submit a resume with a cover letter to DelethaWr@ayr4kids.org.

Applicants may submit resumes by mail to: **Auburn Youth Resources, Attn: Human Resources Department, 1000 Auburn Way South, Auburn, WA 98002.**

CLOSING DATE: Open Until Filled.

Auburn Youth Resources is committed to equal employment opportunity in all employment practices for all individuals without regard to race, religion, color, national origin, sex, age, handicap, marital status, or veteran status.