



## City of Larkspur

# Teacher Assistant

### **DEFINITION**

Under close supervision, the Teacher's Assistant assists in implementing daily activities to provide childcare programs for the community of Larkspur, and performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is an entry-level position, and works closely with journey-level or senior staff in providing a childcare and recreation program.

### **SUPERVISION RECEIVED AND EXERCISED**

The Director supervises the Teacher's Assistant with daily oversight and direction provided by the Senior Lead Teachers and or Lead Teachers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (include but are not limited to the following)**

- Assist in design, preparation, and implementation of recreation programs, art projects, and enrichment programs
- Lead and oversee recreational activities
- Attend staff meetings
- Participate in professional training programs, conferences and classes
- Maintain, clean, and organize the Center

### **REQUIREMENTS**

#### **Knowledge of**

- General knowledge of applicable federal, state, and local laws, codes, rules, and regulations, pertaining to childcare centers
- Knowledge of organizational policies, procedures and objectives as they relate to the Center

#### **Skill in**

- Ability to read, understand, and follow policies and procedures
- Ability to learn and utilize new technology, methods, and techniques
- Ability to apply knowledge of childcare practices to delivery of programs and classes
- Ability to communicate effectively with co-workers and parents, both orally and in writing
- Ability to establish and maintain cooperative working relationships

## **EDUCATION AND/OR EXPERIENCE**

Sufficient experience and education related to community child care to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

- Possession of a minimum of 6 units Early Childhood Education, or a related field; OR at least 6 months of work experience in a nursery school, child care center, or similar organization.
- Perform the necessary duties to achieve the objectives of the Program and assist in all phases of the Program.

*In addition, qualified candidates must:*

Must be a high school graduate

- Be at least 18 years of age
- Possess valid CPR and First Aid Certificates within three months of appointment
- Pass a fingerprint screening and background check
- Pass a physical exam and show proof of T.B. clearance within the last two years
- Show proof of citizenship or eligibility to work in the United States

## **PHYSICAL WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping, running and bending in the performance of daily activities
- The employee will occasionally be required to climb or balance or crawl
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Acute hearing is required when providing phone and personal service
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds
- The noise level in the work environment is occasionally loud
- Position requires working split shifts if needed
- Hours of employment are on an as needed basis
- Vacation leave must be scheduled during summer with the exception of school breaks

## **OTHER:**

*FLSA Status: Non-exempt*

*Bargaining Unit: Larkspur Miscellaneous Employees Association*