

**Anchor Center for Blind Children
Job Description**

JOB TITLE: Teaching Assistant	DATE: June 2019
REPORTS TO: Classroom Teacher and Director of Programs and Services	Part Time 14 hrs per week

Purpose of Position: The Teaching Assistant is an important member of the Preschool Team. S/he provides support for classroom teachers and therapists to meet the educational, therapeutic and developmental goals of all children served by Anchor Center for Blind Children.

Essential Duties and Responsibilities

- Under the direction of the preschool teachers, responsible for the daily organizing and setting up of the classroom and program space as well as materials.
- Coordinate with classroom teachers to provide individual and/or group activities in preschool that demonstrate interest and/or abilities
- Assist preschool students as needed with classroom activities and activities of daily living, while promoting each child's maximum level of independence
- Attend team meetings and meet daily with classroom teachers to exchange information regarding functions and duties in the classroom, child observations, curriculum or anything else that supports classroom excellence.
- Provide assistance with all preschool routines and special activities, from welcoming and mealtime to program specials and community days.
- Anticipate dangers and maintain a safe environment

Other Duties and Responsibilities

- Attend scheduled staff meetings
- Attend staff training as required
- Respect confidentiality of Anchor Center families and staff
- Represent Anchor Center in a professional and positive manner at Anchor Center and in the community; share the values and standards adhered to at Anchor Center

Qualifications

- High school graduate or equivalent
- Willingness to work in partnership and with guidance and leadership from the classroom teachers and therapist to participate as an integral member of a team
- Respect for difference in parenting styles and for ethnic and cultural differences
- Ability to set appropriate boundaries
- Requires annual doctor's statement of health to work with children

Experience, Knowledge and Abilities

- At least two years of experience in early childhood required.
- Experience working in an early childhood special education program strongly preferred.

Working Environment

- Educational/classroom environment including children with limited or no vision and frequent parent/family visits.

Physical Activities

- Alert and physically able to accommodate various mobility needs of the children

- Able to lift 40 lbs

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Anchor Center is an Equal Opportunity Employer.