



**Position Description**  
**Position Title: Teacher Assistant**

**Reports To:** School Programs Director and Lead Teacher  
**FLSA Status:** Non-Exempt

Reporting to the School Programs Director and Lead Teacher, the teacher assistant is responsible for maintaining excellence in the classroom environment with its students and staff; and maintain a professional relationship with parents.

**Responsibilities:**

- Maintain a daily plan with the lead teacher.
- Keep in constant eye contact with the lead teacher as a silent method of communication.
- Support the lead teacher and other teacher assistants with classroom lessons and classroom management by taking the initiative to anticipate the needs of the children.
- Prioritize and attend strategic points in the classroom that need to be monitored at all times; bathroom, lining-up, lunch service getting on and off the bus etc.
- The lead teacher should be the only adult with the option to sit and give a lesson or observe.
- Maintain the flow, safety and general well-being of the classroom.
- Maintain the health and safety of the children through the environment.
- Check activities daily to insure the activity is intact and all other materials have been replenished and in proper condition for the children.
- Daily maintenance of bathrooms, tables, chairs, easels, patios and garden projects.
- Role model positive and peaceful behavior.
- Debrief with the lead teacher daily.
- Maintain an open, professional and positive relationship with parents, staff and general community.
- Keep abreast of educational trends through University courses, workshops, seminars and reading materials.
- Professional and appropriate dress which includes overall appearance; uniforms are pressed and clean with appropriate bottoms and footwear.
- Professional attitude (pleasant, refrain from gossiping etc.), use discretion at all times.
- Attend all school functions after school hours as indicated on School Calendar or as directed by School Administration.
- Confidentiality regarding families, students and staff apply to everyone unless you are seeking counsel and advise from a colleague or School Administration.
- Attend 2 professional workshops/seminars per year.
- Other duties as assigned by Administration and Lead Teacher.

**Physical Demands:**

- Ability to lift and/or move up to 50 pounds occasionally and 25 pounds regularly.
- Ability to stand and move about for extended periods with only brief periods of sitting.

- Ability to perform other physical duties as required to accommodate position.

**Qualifications:**

- Post-secondary credential in child development associate program CDA, or associate of arts degree and certificate in early childhood education and six months experience working in an early childhood program including 30 hours of course work from an accredited teacher training institute or program; or
- A high school diploma or its equivalent, and 12 months full time experience working with children under 36 months of age in a licensed group care setting, and 12 credits approved ECE or CD training courses including 30 hours of course work in infant and toddler development from an accredited teacher training institute or program; or
- A high school diploma or its equivalent, and 24 months of full time experience working with children under 36 months of age in a licensed group care setting including 30 hours of course work in infant and toddler development from an accredited teacher training institute or program.
- Fluent in Hawaiian language.
- Ability to work effectively both independently and as part of a team.