**Chelan-Douglas Child Services Association**

**1305 Kittitas St, Wenatchee, WA 98801**

**Phone: 509.663.5179 Fax: 509.662.6363 WWW.CDCSA.COM**

**Teacher Assistant**

**Job Focus:**

The Teacher Assistant is responsible for assisting the Lead teacher in providing high-quality care and following CDCSA policies, procedures, and programs educational work plan. This position is full-time, Monday through Friday, 40 hours a week. Shifts may be scheduled any time during our operating hours.

**Responsibilities:**

* Ensure the health and safety of all children at all times.
* Assist the Teacher with the implementation of a daily routine and preparing instructional materials.
* Interact positively with children to support their learning and meet their emotional needs.
* Participate in all duties required of the teaching team and as outlined in the work plan.
* Maintain strict child, family, and staff confidentiality.
* Understand and participate in the processes of the Education Program (goals and objectives, tracking, screening, assessments, referrals for special services, child abuse and neglect, etc.)
* Assist the teacher in following up and documenting the Family Partnership Agreement (FPA) as well as planning, implementing, and documenting the Individual Program Plan (IPP).
* Work with children with special needs and participate in Multiple Disciplinary Team Meetings (MDT)
* Participate in the clean-up and maintenance of the classroom, playground and storage areas.
* Substitute for absent staff.
* Other responsibilities as assigned by the Teacher, Program Managers or Executive Director

**Qualifications:**

* CDA for Preschoolers, one year ECE certification, or AA in Early Childhood Education or equal.
* Two years experience with children ages birth to five.
* Thirty hours Stars Training.
* Ability to obtain a Food Handlers Permit and First Aid/CPR certification within 90 days of hire.
* Must be able to pass a DCYF Background check with freedom from conviction of child abuse and neglect.
* Must be able to pass a drug test screening.
* Have a valid Washington State Driver’s License, auto liability insurance, reliable transportation and be able to provide a copy of your safe driving record upon request.
* Maintain a professional attitude toward management, staff, parents, children, and the education profession.
* Ability to communicate positively with children and families with varying cultural, educational, and socio-economic backgrounds.
* Strong written and verbal communication skills and intermediate to advanced computer skills, including internet and email.
* Ability to attend pre-service, staff meetings, and participate in Professional Development Plans.
* Ability to lift 50 pounds.

**Benefits:**

* Paid Vacation, Sick, and Personal leave.
* Heath/Vision Insurance
* Dental Insurance
* Life Insurance & 401k

**Salary:**

* $17.82- $19.56 per hour

**CDCSA Mission Statement:**

To support and reinforce the family as the most important influence in a child’s life by fostering independence, raising self-esteem, and building social competence.

**Code of Ethics Statement:**

Chelan Douglas Child Services Association is committed to the highest ethical standards and furthering the values of early childhood education as they are reflected in the ideals and principles of the NAEYC Code of Ethical Conduct.

**CDCSA School Readiness Goals:**

As children leave our program they will have the social competence, skills, knowledge, and attitudes necessary for success in school and for later learning and life; demonstrated through developmentally appropriate progression on meeting goals in social and emotional development, language development, literacy knowledge, and skills, approaches to learning, cognition, and general knowledge, physical well-being ad motor development.

As parents leave our program they will have the knowledge and understanding that they are their child’s first and most important teacher and advocate, and knowledge and skills to make a difference in the life and learning of their child.

**The Chelan Douglas Child Services Association is an equal opportunity employer.**