

INTERESTED CANDIDATES MUST SUBMIT AN APPLICATION AND RESUME TO ASCENSION DEPAUL SERVICES OF SAN ANTONIO [7607 Somerset Road, San Antonio, TX 78211] BY 4:30 PM on MARCH 2ND 2020. THE APPLICATION CAN BE DOWNLOADED AT <https://www.adssa.org>

### **Job Description**

As of February 19, 2019

<b>Job Title:</b>	Teacher Assistant	<b>SetID:</b>	AHCMH SA
<b>Job Family:</b>	ADSSA	<b>Job Code:</b>	2018051
<b>FLSA Status:</b>	Non Exempt	<b>Job Code Effective Date:</b>	02/19/19

#### **Job Summary:**

Organizes and leads activities, provides protection, care and educational development of children 0-12 years entrusted to his/her care as defined by the Texas Department of Family and Protective Services, Childcare Licensing. Reports to the Lead Teacher of the class assigned and to the Center Director and/or office coordinator.

#### **Responsibilities:**

- Understands and manifests the philosophy and mission of ADSSA.
- Assists Lead Teacher in planning and implementing curriculum that is developmentally appropriate.
- Assists children by working with them individually or in groups.
- Contributes to the maintenance, lesson planning and organization of the classroom.
- Interacts with the children in a nurturing and supportive manner.
- Facilitates children's learning by assisting the Lead Teacher with providing a rich learning environment.
- Structure activities that foster children's growth and independence.
- Learn and reinforce the behavior management techniques outlined by the Lead Teacher.
- Attends and participates in monthly staff meetings.
- Assists children with personal hygiene needs.
- Assists the Lead Teacher in all meals served throughout the day
- Act as lead teacher when lead teacher is out.
- Prepares materials and sets up learning centers with her team.
- Help with the documentation of children's learning for the classroom and children's portfolios.
- Model appropriate and respectful behaviors toward children, families, co-workers and members of the community at all times.
- Keeps abreast with organization and community projects that advocate for children.
- Must be familiar with TDFPS Minimum Standards, Texas Rising Start Provider Criteria and NAEYC Accreditation Standards and meet all criteria
- Bus pick-up as needed.
- Other duties as assigned.
- Completes all daily Documentation: CACFP, Sign in/out, Health check etc.

#### **Complexity of Work:**

- Within scope of job, requires critical thinking skills, decisive judgment and the ability to work with minimal supervision. Must be able to work in a stressful environment.
- Follows Standard Precautions using personal protective equipment as required.

**Minimum Qualifications:**

- High School Diploma or equivalency.
- Child Development Associates (CDA) certification within 6 months of hire.
- Meets and maintains minimum required training hours for licensing requirements by DCSSA, State of Texas DFPS, Texas Rising Star Provider criteria and NAEYC Accreditation Standards.
- CPR Certification and First Aid Training are required for licensing by the State of Texas Department of Family and Protective Services.
- Must have a valid Class C Texas Driver License.
- Bilingual Spanish, preferred.

**Competencies:**

Customer Focus, Ensures Accountability, Communicates Effectively, Values Differences, Demonstrates Self Awareness, Instills Trust

**Populations Served**

Children and Families in the Early Childhood Programs

**Physical Requirements**

Requirements	Never	Rarely	Occasionally	Frequently	Constantly
Audible Speech				X	
Bending/Stooping				X	
Climbing			X		
Depth Perception	X				
Distinguish Color		X			
Hearing Acuity				X	
Keyboard Data Entry				X	
Kneeling				X	
Lifting/Carrying Non Patient 0-25lbs				X	
Lifting/Carrying Non Patient 25-50lbs			X		
Lifting/Carrying Non Patient over 50lbs		X			
Lifting/Moving Patients			X		
Pushing/Pulling 0-25lbs				X	
Pushing/Pulling 25-50lbs		X			
Pushing/Pulling over 50lbs	X				
Reaching			X		
Repetitive Foot/Leg Movements				X	
Repetitive Hand/Arm Movements				X	
Running		X			
Seeing - Far			X		
Seeing - Near				X	
Sitting			X		
Smelling Acuity			X		
Squatting				X	
Standing				X	
Taste Discrimination	X				

## Work Exposures

<b>Exposures</b>	<b>Never</b>	<b>Rarely</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Asbestos or Lead	X				
Biohazardous Waste	X				
Biological Hazards - Respiratory	X				
Biological Hazards - Skin or Ingestion	X				
Blood and/or Bodily Fluids	X				
Cleans / Maintains Contaminated Surfaces				X	
Cleans / Maintains contaminated Equipment				X	
Communicable Diseases and/or Pathogens			X		
Computer Monitor			X		
Cytotoxic Chemicals	X				
Domestic Animals		X			
Dust			X		
Extreme Heat or Cold		X			
Fire Risk	X				
Gases/Vapors/Fumes	X				
Handles Blood, other body fluids, or body tissues		X			
Handles Contaminated Waste			X		
Hazardous Chemicals	X				
Hazardous Medication	X				
Hazardous Noise	X				
Heating Devices	X				
Hypoxia	X				
Lasers/High Intensity Light	X				
Latex	X				
Magnetic Fields	X				
Moving Mechanical Parts		X			
Needles/Sharp Objects	X				
Operates / Handles Contaminated Equipment	X				
Performs Patient Care Activities Requiring Contact with Patient					X
Potential Electric Shock	X				
Potential for Physical Assault			X		
Radiation	X				
Sudden Decompression During Flights	X				
TB	X				
Unprotected Heights	X				
Wet or Slippery Surfaces			X		