

JOB DESCRIPTION: TEACHER'S AIDE

QUALIFICATIONS:

The person selected for this position will be responsible for assisting a classroom teacher in the general supervision and management of the children. The person selected for this position shall be at least 18 years of age, in the process of becoming professionally prepared to supervise young children, and must meet the requirements of the licensing agency. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and employees, and be willing to fulfill responsibilities in accordance with the school's educational philosophy.

The person selected for this position shall be able to speak, read, and write English fluently.

RESPONSIBILITIES shall include, but not be limited to the following:

1. Assisting in the implementation of the daily program under the direction of the teacher.
2. Assisting in planning and preparing the learning environment, setting up interest centers and preparing needed materials and supplies.
3. Supervising the classroom when the teacher is out of the room.
4. Helping with general housekeeping and kitchen task.
5. Assisting the teacher in any other appropriate ways.
6. Maintaining professional attitudes and loyalty to the school.
7. Treating all children with dignity and respect.
8. Attending all staff meetings and recommended training programs and conferences.
9. Participating in professional workshops that work for the improvement of early childhood education.
10. Maintaining confidentiality about children, their families, and other employees outside the school.
11. Supervising outside playground activities.
12. Helping with the operations of audio/visual aids (projectors, etc.).
14. Follow directions given by head teacher or immediate supervisor.

Statement of Understanding: I have read the job description and understand the duties and responsibilities outlined.

I understand it is my responsibility to act in the best interest of the company.

Date _____ Employee's Signature _____

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