



Strengthening Community, One Person, One Family at a Time

JOB DESCRIPTION

Title: UPK Teacher Assistant
Supervisor: Universal Pre-K Lead Teacher
Work Hours: 35 hours/week
(M-F 8:00am – 3:30pm)

FLSA: Non-Exempt
Classification: Part-Time
Pay Rate: \$16.00/hr

Summary

Under the direct supervision of the Universal Pre-Kindergarten (UPK) Lead Teacher, the UPK Teacher Assistant supports daily tasks in the classroom. This position works as part of an instructional team to provide and implement high-quality, responsive early childhood programs that meet the needs of groups and individual children in a community-based pre-kindergarten.

Job Duties

- Assist the UPK Lead Teacher in performing all required daily tasks.
- Help implement lesson plans based on children's needs; communicate with UPK Lead Teacher on a consistent basis for evaluation.
- Assist with maintaining the appearance, cleanliness, and safety of the classroom.
- Exhibit care, respect, and a commitment to confidentiality in all interactions with children, staff, and families.
- Assist in the delivery of early childhood programs which commit to active involvement and engagement of families and the local community.
- Participate in all UPK activities in and out of the classroom providing back-up and support for program teachers.
- Assist in the provision of services that enable the program to meet the requirements of Pre-School program funding criteria.
- Assist in the kitchen by preparing balanced meals for the children.
- Other job duties, as assigned.

Knowledge, Skill and Abilities

- Ensure the health, safety, and well-being of children.
- Maintain a respectful, nurturing, and positive demeanor with children in order to stimulate and encourage the learning process.
- Interact professionally with staff, parents, and vendors.
- Basic communication and spelling skills to ensure an effective exchange of information, ability to respond professionally to inquiries, and ability to complete required forms.
- Perform simple data recording/record-keeping requiring logging, filing or posting single-entry items.

- Perform routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals and/or percentages.
- Read and interpret routine written or printed materials such as charts, diagrams, maps or instructional material.
- Comfortable using common office machines such as photocopiers, laminator, etc.
- File and retrieve files from an existing filing system.
- Knowledge in the High Scope Curriculum.

Physical Elements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Must be able to physically perform stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, and hearing.
- Must be able to perform light work exerting up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.

Qualifications

- High School diploma or the equivalent is required.
- Child Development Associate (CDA) certification and one (1) year of experience in childcare; OR two (2) years of experience in childcare.
- Must be cleared through Office of Children and Family Services (OCFS) and NYS Justice Center.

I can, with or without reasonable accommodation(s), perform the essential functions of this position:

Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *Date:* _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency’s current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services.

We are an Equal Opportunity Employer.