

Jubilee Job Description

Position Title: Teacher Aide/Floater

Education/Qualification: High School Diploma/GED or higher, preferred working on CDA and experience working with children.

Report to: Administrator/Assist. Administrator

Summary: Safety First!!! All eyes and attention on students at all times!!! Assist the classroom teacher in planning class activities, supervising and monitoring students and help to generate a loving, caring, learning, clean environment. Assist in maintaining a readily available and accurate records and head count of each student as required by state mandate. Help stimulate hands-on learning experience that creates growth potential for all students. Maintain consistent and punctual attendance.

Essential Duties and responsibilities:

- Assist Teacher in maintaining accurate record keeping as required on service provided.
- Assist with planning and coordinating activities to stimulate growth in cognitive, language, social, and motor skills etc.
- Assist in daily operations of the classroom.
- Stay current on curriculum and instructions given.
- Assist with assessments, records, files, and portfolios.
- Assist with the using of assessment software.
- Complete all state training requirements.
- Cooperate with other JCCC professional staff team members and maintain a positive relationship.
- Maintain good Parent/Teacher relationship
- Maintain consistent and punctual attendance.
- Perform other duties assigned by the administrator