

Title: Teacher Aide

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Updated: 9/4/18

Job Overview

Family Connections is committed to nurturing each child's social, emotional, physical, and cognitive development from early childhood to school-age. The teacher aide provides support to programs that involve children and families with regular teacher and curriculum preparation support. Programs include Child/Parent Drop In programs for families with children ages 0-3, Next Steps, Pre-K, Summer Pop and Play for ages 3-5, Homework Club and Summer Academic Enrichment Program for grades K-5

Essential Duties and Responsibilities

- Assist teachers with daily management and responsibilities of a classroom; including set-up and clean-up
- Be consistent with the goals and the philosophy of the program including ensuring programs comply with California Community Care Licensing regulations
- Maintain visual and auditory supervision of children at all times to ensure their safety in the classroom, on the playground, and on field trips
- Ensure that environment is safe, clean, clutter-free, visually aesthetic, and functional to enhance a child-centered curriculum
- Interact with children in a positive, supportive, respectful, and open-minded manner
- Promote positive teaching and learning strategies and ensure materials are properly utilized
- Assist teachers to establish routines with smooth transition periods
- Report and document accidents/incidents to lead teacher/supervisor in timely manner
- Maintain classroom materials, equipment, and supplies in a clean and orderly manner
- Maintain a creative, team-building approach to job performance and seek to bring constructive, problem solving orientation to all tasks
- Communicate with parents/caregivers and staff in a positive, supportive and professional manner
- Respond promptly and courteously to parent/caregiver concerns and immediately notifies lead teacher/supervisor

Qualifications

- 6 completed units of early childhood education and enrolled in at least 2 semester units at an educational program
- At least one year of experience in teaching
- Experience working with young children and families of diverse backgrounds.
- Bilingual in Cantonese/English or Spanish/English strongly desired
- Knowledge of child development
- Knowledge of classroom management
- Ability to assess for child abuse, neglect & unsafe situations
- Ability to problem solve
- Team player



- Flexible
- A warm and caring personality
- Excellent communication and interpersonal skills including experience working in diverse communities of staff and participants

Agency Overview

Family Connections is a thriving multicultural Family Resource Center with locations in the Portola and Excelsior neighborhoods of San Francisco. We are here to help develop strong, healthy families and to build our Portola and Excelsior communities. For 23 years, Family Connections has provided opportunities for families of different backgrounds to work together cooperatively, sharing cultures, values, knowledge, and resources. We help families grow. Please visit us on the web at www.portolafc.org.

Physical I Requirements

Teaching:

- involves walking, stooping, bending, kneeling, reaching and interacting with children
- occasional walking required when leading children from Family Connections Center to trips to community parks and other field trips.
- involves setting up a classroom, including moving, pushing, pulling, lifting, manipulating, and dragging objects up to 25 lbs. May rarely be required to pick up child in emergency situation.

Compensation and Application Process

- \$17-\$19 per hour; depending on experience
- Part-time, nonexempt position
- To apply, email your cover letter (required) and resume to: jobs@portolafc.org. Please, absolutely no inquiring phone calls!

Family Connections is an Equal Opportunity Employer.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.