



Babies Step Forward Teaching Assistant

Job Description Provide support to family child care providers in all aspects of daily care and education of young children. Assist providers in implementing a program of activities that promotes the social, emotional and physical development of each child enrolled in a group in accordance with Early Head Start Standards. Provide additional support for individual children as needed.

Main Responsibilities

- Help maintain a well-organized, safe and attractive program environment conducive to the optimal growth and development of children.
- Assist provider in planning and implementing the daily program of activities based on principles of child development and in accordance with the program's curriculum
- Observe each child daily to assess skills, interests, and needs and use this information to facilitate learning and growth.
- Develop a positive relationship with each child and promote the development of self-esteem and self-discipline.
- Maintain confidentiality of information relevant to parents, families, children, and staff of the program and all materials handled in the performance of duties and responsibilities.
- Assist family child care providers with maintaining detailed records for Teaching Strategies Gold.
- Perform other duties as required or assigned.

Job Requirements

- High School Diploma or G.E.D. (AA/AS preferred)
- CDA required or commitment to obtain CDA within one year.
- Two to three years experience in community social work, with community groups and families preferred. For high school graduate, five years prior experience preferred.
- Experience in early childhood program preferred
- A car and valid driver's license with a minimum \$100,000/\$300,000 car insurance are required

Reports to: Babies Step Forward Quality Specialist/Family Provider Network Coordinator

Classification: Non-Exempt, full-time

Salary Grade:

Disclaimer Clause: Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.

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