



# The Rise School

OF AUSTIN

## The Rise School of Austin Teaching Assistant Job Description

**Job Summary:** A teaching assistant is a supporter of our mission to provide the highest quality early childhood education for all children in an inclusive setting. They are responsible for maintaining a healthy and safe environment at all times in the classroom and other areas in the learning environment, an early childhood teacher for children of all abilities, an assertive and effective communicator, a willing collaborator and teammate, and a continuous learner. A teaching assistant reports to their lead teacher.

### Responsibilities and Duties

Core Responsibilities and Related Duties:

- **Health and Safety:** Maintains a clean and sanitary classroom environment; follows NAEYC and licensing standards for sanitation and cleanliness throughout the school day
- **Child Development and Learning in Context:** understands basic child development; supports the learning of children through completing the following:
  - Participates in regular teaching team meetings
  - Assists with material and activity preparation and implementation
  - Follows curricular decisions made by team
  - Follows and supports implementation of Behavior Intervention Plans;
  - Maintains a safe and appropriate environment for all children
  - Assists in meeting the daily care needs of children (e.g. diapering/toileting, feeding, medication administration, etc.)
  - Implements techniques and strategies as recommended by therapists, and requests additional support or instruction as needed
  - Supervises groups of 5-10 children
  - Engages playfully with all children under the guidance of the lead teacher and teacher
- **Assessment:** assists with ongoing assessment of children through data collection as instructed by lead teacher
- **Professionalism:** adheres to program policies and procedures; works to ensure the health and safety of each child; helps to ensure all licensing and NAEYC quality standards are upheld at all times; receives and implements feedback and coaching from teacher and lead teacher; maintains professional, open, and direct communication and interactions with teaching team and other staff, therapy team, administrators, families/caregivers, outside providers, volunteers, interns, etc.; ensures that confidentiality of all children and families is maintained; maintains a professional appearance including appropriate dress and grooming; demonstrates teamwork, cooperation, and a willingness to continually reflect and learn.

### Qualifications and Skills

Required Qualifications:

- Associate's Degree in Child Development (or willing to work toward)
- Experience in a daycare/child care facility, school, or program
- Certified in Pediatric CPR and First Aid (or willing to become certified)

**Skills:**

- Physical requirements:
  - Move around and remain upright for long periods of time
  - Play and interact with children at their level (e.g. on the ground, at a table, around a sensory table, assist with sleeping at nap time, etc.)
  - Lift and carry children (up to 40 pounds) when needed
  - Crouch/lean to clean, change diapers, move furniture/equipment
- Other requirements:
  - Respond quickly and calmly to unsafe or emergency situations
  - Open to receiving and implementing feedback from others
  - Collaborative, reflective, and committed to being a lifelong learner

**Salary and Benefits**

Salary: varies based on experience and education

Benefits: The Rise School of Austin provides a benefit package for full time employees that includes insurance plans (health, dental, vision), retirement , and PTO (school holidays, and sick/personal leave)