

Job description

JOB TITLE: TODDLER ROOM TEACHER AIDE

LOCATION: Georgetown, CO

SCHEDULE: 8 hours a day, 4 day school schedule, with staff meeting time and additional work assignments, as needed or scheduled.

TERM: Beginning 2024-25 school year, August 2024

WORK STATUS: Hourly, Full time, Non-exempt, At-will position

REPORTS TO: Early Childhood Education Director

Under the administration of the Director of Childhood Education and supervision of the Lead Toddler Teacher, a teacher assistant is responsible for the supervision and supportive management of the classroom. A teacher assistant helps to create and maintain a classroom culture of health and safety, both physical and emotional. Maintaining regular communication with supervisors and contributing to the overall effective operation of the early childhood program. The ECE program is a part of the GCS Elementary Charter School and serves children 18 months - 3 years old.

POSITION SUMMARY: The individual in this position will understand the development and demonstrates a concern for the proper care and well-being of the children. This person can interact effectively with families and children as well as the ability to work cooperatively with other staff members. This person must be at least 18 years of age and meet state licensing requirements for a lead teacher. Preferred qualifications are lead teacher and assistant teacher qualified according to the Department of Human Services of Colorado. A minimum of 6 months working with young children in a childcare setting is preferred. Must be able to lift 35 pounds. CPR and First Aid certification required. Knowledge of developmentally appropriate practices (DAP) preferred. Must pass background check and fingerprinting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as a role model using a growth mindset to develop young minds and inspire a love of learning.
- Assist with lesson planning, preparing snacks, and maintaining menus.
- Acquire and maintain all required training according to Human Services, plus 15 hours of professional development a year. Turn in all documents and paperwork required for certification

of job and duties.

- Ensuring daily attendance and health logs are maintained.
- Ensuring a physically safe and healthy learning environment which includes diapering, potty training, sanitizing toys and surfaces, teaching and modeling good hygiene skills.
- Maintain positive relationships with families, allowing the Lead Teacher to address concerns to parents.
- Attending and participating in staff meetings, training sessions, and planning activities.
- Maintaining confidentiality regarding all personal information about children, families, and staff.

- Providing for the supervision of children.
- Completing other tasks as requested.

JOB TYPE: Full-Time Hourly

SALARY: \$18.00 - 18.50/HR

GCS is an at-will employer.

BENEFITS: Full-time employees will qualify to receive health insurance through United HealthCare.

GCS is a public employer and participates in the Colorado Public Employees' Retirement Association (PERA). All employees are required by state statute to contribute 11% of salary on a pre-tax basis to PERA and the District contributes 21.4% in addition to employee contribution.

EDUCATION: High School or equivalent

APPLICATION INSTRUCTIONS: Send to samantha.klemm@ccsdre1.org or mail to:

Georgetown Community School

PO Box 129

Georgetown, CO 80444

Incomplete applications and/or resumes received will not be considered.

Job Type: Full-time

Pay: \$18.00 - 18.50 per hour

Benefits:

- 401(k)

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Grade levels:

- Pre-Kindergarten

Schedule:

- 8 hour shift

School type:

- Charter school

Ability to commute/relocate:

- Georgetown, CO 80444: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person

Send applications and resumes to: samantha.klemm@ccsdre1.org