



**JOSHUA LEARNING TREE ACADEMY**  
**1304 WATER STREET**  
**TARRANT, AL 35217**  
**205 849 2217**

**August 31, 2021**

**Joshua Learning Tree Academy is taking application for the following positions below. Pay for these positions are in the range of \$10-\$12.00 per hour based upon experience and education. Please contact Mrs. Yvonne Stanley for more information at 205 849 2217 or submit a resume at [jlta2217@att.net](mailto:jlta2217@att.net).**

**Job Title – Teacher Assistant (2 Fulltime positions)**

**Minimum Qualifications:**

1. High school diploma or equivalent (minimum)
2. Must be 19 years of age or older
3. One year's previous experience in a childcare setting.
4. Possess a Child Development Associate Credential (CDA) OR at least 9 hours of college coursework in the field of Early Childhood Education or Child Development from a regionally accredited institution.

### **Performance Responsibilities and Essential Functions:**

1. Assists Lead Teacher in the classroom.
2. Assists with updating children's records to keep information current.
4. Assists Lead Teacher with the Lesson Plan of daily and monthly schedules of activities for children.
5. Maintain CPR and First Aid certifications.
6. Attend scheduled staff meetings. Participate in in-service training, earning annually a minimum of twelve hours in the six professional development areas specified by the Alabama Department of Human Resources. Engage in other appropriate professional development activities.
7. Helps to create an environment which invites children to explore; provides successful experiences; promotes active participation with materials, children and/or staff; and is orderly, consistent, safe, and clean.
8. Supervise activities at all times to ensure the safety of each child.
9. Implement appropriate methods of guidance and discipline.
10. Reads, understands, and apply the guidelines established by the licensing/accrediting agencies and by the policies of the Joshua Learning Tree Academy.
11. Differentiate instruction and environment for children with special needs.
12. Assists with cleanup of the classroom.
13. Performs other job-related duties as assigned by Supervisor(s).