



MITCHELL'S PLACE
UNLOCKING POTENTIAL

Primary job function and performance expectations

Job Classification:

Teacher Assistant in the Early Learning Preschool

Reports to:

Education Director

FLSA:

Non-Exempt

Overall job responsibilities: (include, but are not limited to)

1. Planning and Preparation

- a. Aides in preparing needed materials and supplies for the classroom under the direction of the lead teacher.
- b. Aides in planning the learning environment and setting up interest centers for targeting student's skills.
- c. Updates and prints needed materials for data collection.

2. The Learning Environment

- a. Implements the daily program under the direction of the lead teacher by following the lesson plan and daily schedule.
- b. Takes behavioral and skill acquisition data daily.
- c. Enters IEP (Individual Education Programs) or IPP (Individuated Preschool Program) data for student's graphs weekly.
- d. Leads assigned activities or providing support to students during activities and transitions.
- e. Helps maintain classroom organization and cleanliness by carrying out general housekeeping tasks of returning materials to designated areas, organizing cabinets and shelves, cleaning various classroom surfaces, and removing excess trash or diapering waste.
- f. Is self-directed and prioritize duties based on the needs of the classroom.
- g. Approaches learning and maladaptive behavior under the supervision and guidance of the lead teacher.
- h. Administers typical peer assessments 3 time yearly for progress monitoring.
- i. Functions as a "facilitator" working directly with one child who needs additional support to be able to participate in the classroom activities. When a teacher assistant is placed in the facilitator role, all staff in the classroom share or rotate that role as to prevent that child's dependency on one person.



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3. Communication and Relationships

- a. Is in continuous communication with the second assistant and lead teacher to maintain the organization of the classroom, assigned duties, and to meet student's needs.
- b. Attends weekly feedback meetings with the lead teacher.
- c. Completes a daily note for each student through Brightwheel.

4. Professionalism

- a. Maintains professional attitudes and loyalty to Mitchell's Place by supporting planned fundraising events, sharing Mitchell's Place posts on social media, and openly supporting the policies, philosophy, and procedures at Mitchell's Place.
- b. Attends all necessary staff meetings and recommended training programs and conferences.

Specific job requirements:

- An undergraduate or associate degree, preferably in a related field (Human Development, Psychology, Education, etc.)
- A passion for helping other
- Willingness and openness to learn
- Strong interpersonal skills
- Time management skills
- Effective communication with children and adults