



# Job Description

## Preschool Teacher's Assistant

Date Revised: June 2021  
Reports to: School Director  
Classification: Part Time (non-exempt)  
Location: 7525 E. Santiago Canyon Road, Silverado, CA 92676  
Position Hours: 10 – 20+ Hours/Week  
Number of Positions: 4+

### **About Silverado Children's Center:**

Silverado Children's Center (SCC) is located in the canyons of the Santa Ana Mountains in eastern Orange County, California. A program of the Silverado Modjeska Recreation and Parks District (SMRPD), SCC offers an emergent curriculum that incorporates an appreciation of nature's handiwork, care for living creatures, and a solid respect for the environment.

SCC provides a year-round, nature-based experience for children ages 2 to 6. Our location is conveniently located to most areas in Orange County along one of the most scenic roads in our area and provides a true environmentally authentic environment for our children.

Learn more at [www.silveradochildrenscenter.com](http://www.silveradochildrenscenter.com)

### **About the Teacher's Assistant Position:**

SCC is looking for a qualified teacher's assistant to join our energetic, adventurous, creative and caring staff. Applicants MUST have a love for small children (ages 2-6), animals, the outdoors, and be a team player.

Teacher Assistants will work with students from all three classrooms as needed.

- Seedlings Classroom (ages 2-3... not potty trained)
- Acorns Classroom (ages 3-4)
- Pinecones Classroom (ages 4-6)

The ideal candidate is friendly, supportive and professional.

### **Responsibilities**

- Daily classroom and play yard prep and clean up:
  - "Every day" Materials (book area, art easels, etc.)
  - Open/Close blinds, lights on/off, thermostat set for opening/closing
- Render staff support to Classroom Lead Teachers.
  - Review weekly activity plans and coordinate with Lead Teacher to determine assistance needed for each activity.
  - Set up and clean up relevant materials for activities as directed.
- "Break" Lead Teacher(s) and act as sub when needed.
- Prepare and supervise nap time as needed.
- Maintain classroom art & materials closets to be consistently organized. Alert Director if supplies are needed.

- Supervise children on the playground and in the classroom, on hikes and on off-site field trips.
- Encourage children to interact with each other and resolve occasional arguments.
- Assist children with activities of daily life (restroom use, hand washing, etc.).
- Assist with diapering, potty training and toileting.
- Assist as needed with snack time preparation, serving and lunch time setup/cleanup.
- Assist in general housekeeping chores, animal care and playground maintenance.
- Interact with families (signing students in and out and escorting students to/from cars).
- Attend staff meetings, workshops and school events as required.
- Respond to emergency calls according to protocol.

#### **Skills**

- Ability to relate positively to young children, families and staff
- Strong working knowledge of Early Childhood Program Performance Standards and Nature Preschool Philosophy
- Knowledge of Reggio curriculum preferred (Emergent Curriculum)
- Effective and strong communication skills (orally and written)
- Familiarity with safety and sanitation guidelines for classrooms
- Cool-tempered, friendly and reliable
- Balance between a creative mind and practical judgement
- Ability to work in an outdoor environment that includes heat/cold, insects, reptiles and local wildlife

#### **Requirements:**

- Minimum 6 Early Childhood Education units
- Certification in Child CPR and First-Aid
- Valid fingerprint clearance that has been submitted through Community Care Licensing
- Proof of immunization upon hiring