

SUBSTITUTE TEACHER ASSISTANTS

The Town of Mashpee Recreation Department welcomes applications for Substitute Teacher Assistants for the Kids Klub Preschool and Childcare Center, \$19.00/hr. This position works on an on-call, as needed basis Monday through Friday between the programs operating hours of 8:00am – 5:00pm. Positions open until filled.

Minimum Requirements: Must be a minimum of 16 years of age or have a high school diploma or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job; considerable knowledge of child growth and development and related best practices; CPR and First Aid certification or obtain within 6 months of employment. Must successfully pass a comprehensive background check.

Responsibilities: Assist in the teaching, monitoring, and nurturing, of toddler/preschool age children utilizing approved curriculum. Must work at all times under the direct supervision of at least a teacher qualified staff person.

In order to be considered, a fully completed original Employment Application is required (available on the HR Dept. Employment Opportunities webpage at mashpeema.gov). The original application must be submitted to:

Mashpee Town Hall, Human Resources Department
16 Great Neck Road North
Mashpee, MA 02649

The Town of Mashpee is an EEO/AA Employer
Applications from Women and Minorities are Encouraged

Reposted: March 13, 2024

TEACHER ASSISTANT – JOB DESCRIPTION
DEPARTMENT OF RECREATION
TOWN OF MASHPEE, MASSACHUSETTS

SUMMARY

Assist in the teaching, monitoring, and nurturing of toddler/preschool-age children utilizing approved curriculum. Must work at all times under the direct supervision of at least a teacher qualified staff person.

SUPERVISION

Supervision Received: S/he works under the general supervision of the Lead Teacher or Teacher, following established rules, regulations, policies and procedures.

Supervision Given: None.

JOB ENVIRONMENT

Work is performed in a designated area or classroom during all seasonal weather conditions. The weather conditions may be uncomfortably hot or cold. Periodically the person in this position is subjected to stress. Requires continuous concentration and composure at all times.

Makes frequent contact with the general public and school officials.

ESSENTIAL FUNCTIONS

[The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.]

1. Assists in a daily program of developmental activities.
2. Follows procedures to safeguard the health and safety of the children.
3. Maintains a healthy classroom atmosphere.
4. Participates in internal staff activities and in special training programs.
5. Respect, reassure, guide and encourage all children.
6. Promote good hygiene and provide a healthy, safe environment for children.
7. Promote Learning and Development through activities appropriate to age.

8. Develop and maintain trusting relationships with staff and children.
9. Provide continuous classroom safety and security, including proper verification of identification during child pick-up times.
10. Responsible for routine upkeep and neat arrangement of classrooms and hallways.
11. Performs other similar or related duties as required or as situation dictates.

ERRORS AND OMISSIONS

Errors or omissions, inadequate coordination, untimely work, inaccuracies and actions beyond one's delegated scope of authority may result in technical flaws triggering assumed decisions, may produce extra work, may impose injurious financial loss or have other legal ramifications.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Must be at least 16 years of age or have a high school diploma or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job.

Knowledge, Skills and Abilities:

Knowledge: Considerable knowledge of Child Growth and Development and related "best practices." Knowledge of all equipment necessary to implement the program/class. Knowledge with the operation of emergency equipment, communication equipment, a computer, copiers, facsimile machines, and standard office equipment.

Skill: Must possess or have the ability to possess CPR and First Aid certifications.

Ability: Ability to perform the essential functions of this position in an accurate, neat and timely fashion; to make good judgements and decisions; and to evaluate the results of decisions and judgements.

Physical Requirements: Physical ability to walk over uneven terrain; ability to see and read, with or without vision aids, a computer screen, printed matter, and distinguish colors; ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone; manual dexterity to operate a telephone, cell phone, and computer keyboard; ability to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone; physical agility to lift up to 25 pounds to shoulder height and up to 50 pounds to waist height; and to bend, stoop, climb stairs and to reach

overhead; manual dexterity to operate recording devices, handle audio/visual equipment for displays, exhibits, demonstrations and interpretative activities.

Special Requirements: Must complete required Staff Information Form, CORI reference check, DCF reference check, fingerprinting, and Verification of Work Experience Form; Must have evidence of physical examination within the requirements of EEC; Evidence of current MMR and TB test; Current CPR and First Aid certification – will train; Must have reliable transportation to and from work and be punctual for scheduled work assignment; Must be available for monthly staff meetings and parent meetings as required; Must possess and maintain a valid Commonwealth of Massachusetts driver's license (Class D) to operate a motor vehicle. Must successfully be able to complete a comprehensive background investigation and criminal record check. Must be able to successfully pass a one-year probationary period. Must be able to provide proof of eligibility to work in the United States.

[This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.]

Adopted: August 2017

Revised: October 1, 2021

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