



Job Title: Teacher Assistant
Reports to: Site Director
FLSA Status: Hourly, Non-Exempt
Hours: Full Time, Monday – Friday
Salary Range: \$18.00 - \$22.00 per hour

ABOUT KIDS' COUNTRY

Kids' Country (aka San Ramon Valley School Age Child Care Alliance) was founded in 1985 to serve children and families in the San Ramon Valley. Kids' Country offers quality before-school, after-school, enrichment, and summer camp child care programs for nearly 2000 children ages 4 to 12 at 15 public school sites. With a focus on child development, socialization, and creativity, Kids' Country delights children and their parents with our cutting-edge programming in STEM and the Arts. **We are the only accredited school-age childcare provider in the East Bay.**

For Kids' Country's 180+ staff, it's all about the kids. Research indicates that regular attendance in quality after-school programs can yield a range of positive developmental outcomes for school-age children. Our after-school enrichment programs enhance children's academic achievement, proving to be a vital educational element for our families and communities. These children demonstrate increased interest and ability in reading, improved school attendance, increased engagement in school, reduced dropout rate, and show higher aspirations for the future, including intention to complete high school and go to college. While developing new skills and interests, children turn in more and higher quality homework and can spend more time on task. In addition, research is also showing that quality after-school programs support a child's social-emotional development in self-awareness and management, responsible decision-making and relationship skills. Children also have an opportunity to grow their non-cognitive skills such as grit, self-control and a growth mindset. Kids' Country develops the whole child by supporting a child's natural curiosity and love of learning in a safe and inspired environment where they can discover their passions and achieve great things.



TEACHER ASSISTANT JOB DESCRIPTION

ROLE OVERVIEW:

Reporting to the assigned Site Director, the Teacher Assistant executes proper supervision of children at all times while building strong relationships and developing curriculum in service of achieving our mission: *To support a child's natural curiosity and love of learning in a safe and inspired environment where they can discover their passions and achieve great things.*

This includes - but is not limited to – ensuring the safety of our children at all times (and in accordance with state, federal and local laws), while providing an engaging before and after school care experience and working as a summer camp counselor at any one of Kids' Country's diverse summer camps.

RESPONSIBILITIES:

1. Ensure a safe and healthy environment for the Kids' Country community (kids, parents, staff)
 - Understand and implement Supervision Policies and Procedures
 - Have knowledge and comply with all federal, state, local and Community Care Licensing regulations
 - Understand and follow Kids' Country policies and procedures as stated in the Personnel Handbook and addendums
 - Know site Emergency Disaster Preparedness plans and execute when needed
 - Understand and support implementation of Council on Accreditation standards and other best practices adopted by Kids' Country
 - Communicate site facility needs and repairs when necessary
2. Create an engaging child experience
 - Support the execution of the Daily Schedule and Programming for children
 - Work with site team to create a clean, warm, home-like environment for children
 - Engage in positive adult-child interactions between self and children
 - Create and execute intentional programming based on children's interests and needs
 - Support other team members when critical needs arise, if needed
 - Understand and follow Kids' Country's Behavior Management Policy and Positive Behavior Support system in alignment with our mission and values
3. Create an engaging parent and community experience.
 - Demonstrate exceptional service through timely, kind and clear communication using the right message, right vehicle and the right time
 - Inform families of site events and news as assigned

- Promote Kids' Country sponsored events
 - Participate and contribute to Parent Engagement events throughout the school year
4. Contribute to an engaging team experience.
- Understand and live Kids' Country Values and CREATIVE behaviors
 - Be open to performance feedback
 - Work closely with team members to create cohesive team environment, promoting teamwork and high staff morale
 - Support the organization in recruiting, onboarding and performance management of staff
 - Execute any additional duties as assigned by the Site Director and/or Leadership staff

LEADERSHIP COMPETENCIES & QUALIFICATIONS:

Education and Experience

- High School diploma or equivalent
- Prefer some experience working with children

Leadership Competencies

- Demonstrate ethics and integrity, upholding Kids' Country's Vision, Mission and Values
- Displaying drive and purpose
- Tolerating ambiguity
- Establishing credibility
- Interpersonal savvy
- Delivering results
- Increasing capacity to learn
- Managing self
- Increasing self-awareness
- Optimistic outlook
- Embracing flexibility and developing adaptability

Required Knowledge

- MS Office (Word, Excel) preferred
- MS Publisher preferred
- Possession of a valid CA Driver's license

Mandatory Training Requirements

- Maintain current First Aid/CPR certification
- Mandated Reporter training
- Mandatory Harassment training every two years
- Water Safety Certification preferred
- Complete a minimum of 15 Training Hours annually

Physical Demands

- Be able to sit, stand, bend, run, walk constantly (66-100% of the work day)
- Be able to lift up to 25 lbs and on occasion, lift anywhere between 30-50 lbs
- Be able to be outside, sometimes in the sun frequently (33-66% of the work day)

- Be able to visually and auditorily supervise children constantly (100% of the work day)

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for TEACHER ASSISTANT. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____
PLEASE PRINT

Employee Signature _____