



## Somebody's to Somebodies Youth Care

900 St James St., Suite 100, Richmond, VA 23220  
 500 S Buren St, Hopewell, VA 23860  
 409 E. Laburnum Ave, Richmond, VA 23222  
 (804) 441-5366 ext. 2  
 info@s2syouthcare.com

### JOB DESCRIPTION

Position Title	Department	Reports to
Child Care Teacher Aide	Child Care	Lead Teacher Program Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	November 10, 2020

#### POSITION SUMMARY

We are a community of cooperative, brave, enjoyable, devoted individuals, whose passion is the many children we guide, educate, and safeguard every day. As early education leaders, we are making a robust, long-lasting, optimistic impact on children. Here, you will find a vibrant atmosphere and culture that is open, sociable, friendly, and cooperative. Are you ready to be an inspirational, pioneering force that prepares children for elementary school—and beyond? Their future begins now. And so, does yours.

As early education leaders, we are influencing the next generation of learners, leaving a strong, lasting, positive impact on our children. From our three locations to our main headquarters, you will find a dynamic environment and culture that is open, friendly, welcoming, and collaborative.

The Teacher's Aide supports the Teachers and the Director by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. S/he must be able to communicate, listen and work well with others in a team environment. Assisting the staff in implementing a quality educational program and in developing positive relationships with the children and their parents, the Teacher Assistant observes and documents children's interest and progress, and relays that information back to parents and staff. Teacher Assistant are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the Teacher and the Director.

#### Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Assist in the implementation of curricula activities and encourage participation by children
- Actively engage in activities; manage cleanliness, maintenance, and availability of classroom materials
- Maintain frequent communications with parents through informal discussions and progress reports
- Encourage self-help and good hygiene through behavior modeling
- Help ensure smooth, daily transition from home to child care center
- Follow all center policies and state regulations
- Maintain personal professional development plan to ensure continuous quality improvement

#### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

Considerable knowledge of office operations and procedures. Working knowledge of school transportation programs and regulations, including confidentiality. Demonstrated ability to compose correspondence, assemble data and prepare

reports and to communicate effectively both orally and in writing with all levels of personnel, students, and the public. Education, training, or experience sufficient to demonstrate the required knowledge, skills, and abilities.

**Bring with you:**

- Relevant work experience; punctuality
- Self-starting, positive attitude; fast-paced environment experience
- A willingness to go above and beyond when necessary
- Ability to multi-task and a high attention to detail
- High level of organization is a must
- Event planning experience a plus
- Extensive MS Office experience (Word, Outlook, Teams, PPT)
- Smartsheet, Survey Monkey, other data collecting and analyzing software a plus

**Requirements:**

- Education or experience in camp, youth programs, recreation, working with children, or in a related field
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision
- Strong organizational and communication skills
- Experience with diverse populations. Ability to develop positive, authentic relationships with people of all ages from different backgrounds.
- Must pass a background check.
- Valid driver's license and ability to operate a 15-passenger.
- Technologically savvy.
- Detail-oriented and effective at multitasking.
- Organized and able to conduct oneself in accordance with employee manual.
- Must have a team mentality, flexibility, and willingness to learn.
- Must meet state requirements for education and additional center/school requirements may apply.
- CPR/First Aid Certified
- Must complete 10-hour VDSS Preservice Training
- High School Diploma

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the responsibilities of the manager's job, the employee is required to talk and hear. The employee is often required to sit and use his or her hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required for this job include close vision.

**Work Environment of the Manager**

While performing the responsibilities of the manager's job, these work environment characteristics are representative of the environment the manager will encounter. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty



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proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

### Reviewed with employee by

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Received and accepted by

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

S2S provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or genetics. In addition to federal law requirements S2S complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.