

Job Description

Job Title: Intern Teacher's Assistant

Reports to: Support Staff, Program Director, and the Director of Open Door Learning Center.

Schedule: Monday – Friday, 12pm-3pm (Part-Time)

Education

- Teacher's Assistants should have a high school diploma or equivalent, experience working with preschool children in a group setting and must have received, is in the process of receiving, or be willing to receive classroom training in the education and development of young children.
- Must relate well to children, have a warm and friendly personality, and be able to work in harmony with other staff members.
- Must be willing to fulfill responsibilities in accordance with the center's philosophy.

Summary: Open Door Learning Center (ODLC) is a new and creative learning campus for children ages 2-7 years. The center is licensed to serve 46 children, operates a full and part-time preschool program from 8:30am-3:30pm and a half-day preschool program from 9-12pm, and teaches Social Skills Groups from 11:30-3:30pm for children who are rising Kindergarteners (5 years old before October 1st). We are a caring, educational community, founded in coordination with The Arc of Loudoun. ODLC's mission is focused on improving preschool services throughout Loudoun County and kindergarten readiness. At ODLC, we understand that meaningful instruction given by exceptional teachers is the key to a child's success. We carefully select and train the most qualified staff to care for and teach the children. For our staff, a child's education should be their passion. Our dedication to the children in our care differentiates the ODLC experience from that of any other program. We believe that education works best when valid research findings from the fields of education and psychology are consistently applied in the classroom and while exploring through natural environment teaching (NET). Teaching practices at the school are derived primarily from the principles of applied behavior analysis (ABA) and include positive reinforcement, direct instruction, continuous measurement of learning, and strategic data analysis based on graphic displays.

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Essential Experience, Responsibilities, and Skills

The Teacher's Assistant shall be directly responsible to the Administrative Director and must be able to meet the terms in the Staff Requirements, follow the policies and procedures as outlined in the ODL Program Handbook and Paxton Campus Employee Handbook, and understands and can execute all Teacher's Assistant expectations. Assisting in teaching a class of children in a manner consistent with the philosophy and goals of the center include but are not limited to:

- The intern teacher's assistant shall be directly responsible to the Administrative Director/Program Director, and supervised by the lead teacher.
- Must be able to meet the terms in the Staff Requirements.
- Assisting the teacher in planning and implementing the daily program, including the following:
 - Treating each child with dignity and respect.
 - Recognizing, considering, and responding appropriately to the individual needs of each child in relation to cultural and socio-economic background, disabilities, special talents and interests, style and pace of learning.
 - Helping children learn to think creatively, to solve problems independently, and to respect themselves and others.
- Assist in supervising the classroom according to the plans of the lead teacher (VOLUNTEERS CANNOT BE LEFT ALONE WITH CHILDREN OR COUNTED IN STAFF:STUDENT RATIOS).
- Work with all other staff members in a cooperative manner and promote a good rapport among staff members.
- Attending all staff meetings and programs sponsored by the center (if unable to attend meetings, must obtain notes from Administrative Director/Program Director of meetings missed).
- Participate in staff training when offered.
- Maintaining strict confidentiality regarding children and their families.
- Maintaining professional conduct and attitudes and dress at all times while on duty. This includes working with parents and staff as well as visitors and the general public. This includes using the proper channels to air problems and complaints.
- Maintain specified hours and must be alert, attentive, able to assist the lead teacher as needed, and have enough energy and stamina to meet the demands of the children.

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- Notify the Program Director/Administrative Director of absence or late arrival.
- Report all problems with children, parents or classroom concerns to the lead teacher.
- Helping with meals and preparation of snacks, and promote good nutrition.
- Help children establish good habits of personal hygiene
- Follow preschool policies and procedures.
- Support the philosophy and goals set forth by the Open Door Learning Center and the Paxton Campus.
- Assist in the execution of appropriate early childhood development activities and crafts which will encourage each child's growth in the areas of emotional, social, cognitive and physical development.
- Participate in various special functions sponsored by the preschool.
- Greet each child and parent personally upon arrival and oversee each child's departure from the center.
- Assist in notifying an Administrator when materials and supplies are needed.
- Assist in maintaining classroom displays (i.e., bulletin boards, etc.).
- Assist in supervising ensuring the safety of the children at all times.
- Sharing with the teacher the responsibility of maintaining a clean room and performing cleaning duties as required (ie: sanitize tables before and after snack, sweep floors, etc.).

Desired Qualifications

- Must relate well to children, have a warm and friendly personality, and be able to work in harmony with other staff members.
- Must be willing to fulfill responsibilities in accordance with the center's philosophy.

Professional Development and Training

Open Door Learning Center is part of a training Campus. Intern teacher's assistants will receive orientation training as well as training in principles of Applied Behavior Analysis relevant to his/her position.

Physical Requirements

The Intern Teacher's Assistants must be able to:

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- Have enough energy and stamina to meet the demands of the children, be alert and attentive.
- Frequently traverse the campus with the students for walking field trips in various outdoor weather conditions.
- Must be able to remain in a stationary position for a prolonged period of time.
- Frequently operate a computer and other office machinery.
- Constantly positions self (kneels, crouches, bends, reaches, holds objects, sits on floor, etc.) to address children at eye-level. This may include but not be limited to reaching for toys on a shelf, looking under a table, etc.
- Constantly communicates with individuals with and without disabilities in an effective manner, both orally and in writing.
- Frequently change positions from sitting to standing to walking to meet the needs of the children in our care.
- On occasion may be required to lift a child up to 40lbs.

Benefits

- N/A

Contact Information

Please send cover letter and resume to Christine Favréaux, Administrative Director of Open Door Learning Center at cfavreaux@paxtoncampus.org

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