



United Services for Children

General Info			
Job Title	Early Intervention (EI) Teacher Assistant		
Department	Early Intervention	EEOC Class	Service Worker
Supervisor	Education Manager	FLSA Status	Non-Exempt
Overview			
Position Summary	The EI Teacher Assistant will operate under the direction of the classroom teacher and the supervision of the Education Manger. The Assistant is an active participant in planning, preparation, running activities, engaging/facilitating play, and setup/cleanup of the classroom. Regular attendance is essential for this position.		
Organization Description	United Services for Children is a nonprofit organization that provides pediatric therapy, family support, and early intervention services to children of all abilities and offers support services for their families. Services focus on children aged from birth to 10 years old; approximately 300 families are served annually. The agency is located at 3420 Harry S Truman, St. Charles, MO 63301.		
Working Conditions	<p>Everyday working conditions are in a normal classroom or office environment.</p> <ul style="list-style-type: none">- Access and maneuver through a variety of classrooms independently- Converse in person and occasionally via the telephone- Visually, orally, and physically observe and respond to the physical/emotional needs or behaviors of a child- Use arms, hands, and fingers to handle, position, move, and manipulate objects such as buttons, fasteners, or diaper tabs- Reach up to 18 inches horizontally and vertically- Readily attain various positions to work with children- Balance, bend, stoop, or squat to retrieve items from the floor- Sit at a table/desk for a minimum of one hour- Lift and move up to 25 lbs. consistently and occasionally up to 45 lbs.		
Requirements			
Responsibilities	<p>The EI Teacher Assistant must:</p> <ul style="list-style-type: none">- Participate in a multidisciplinary team, including planning developmentally appropriate activities to support goals.- Follow the lead of the teacher/therapist in modifications/adaptations and behavior plans to ensure that all children can participate and be successful.		

	<ul style="list-style-type: none"> - Take an active role in interacting with children in positive, supportive ways including, but not limited to, playing, classroom activities, feeding, toileting, and other personal needs. - Coordinate and execute daily programming when the teacher is not in the room. - Communicate effectively with co-workers and families. - Maintain confidentiality for all students in accordance with agency policy. - Operate independently when supervising a group of children. - Continually determine what actions need to be taken to ensure the well-being of the children. - Always model a standard of behavior consistent with agency expectations. - Other duties may be assigned.
Education Qualifications	<p>Must have a high school diploma or GED and minimum of six (6) college credit hours. Must submit copy of legible college transcript from accredited college or university.</p>
Experience Qualifications	<p>Experience with children aged 2 – 5 years is preferred</p>
Knowledge, Skills, and Abilities	<p><u>Knowledge:</u> Basic principles of child development and early intervention.</p> <p><u>Skills:</u> Requires effective verbal and written communication skills. Must have the skills necessary to work on a team, problem solve and enhance a team approach. Good organizational skills and ability to meet deadlines are also necessary.</p> <p><u>Abilities:</u> Must be able to establish rapport with children, families, and co-workers and work with them as a professional team member. Access and operate computer software and utilize resources effectively while functioning independently.</p>