



## Job Ad Teacher Assistant

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Founded in 1967, Temple Beth El is one of the largest Reform congregations in the southeastern United States. We make it a priority to create a welcoming atmosphere because we cherish each congregant as an important part of our synagogue family. Throughout our history, we have sought to create a spirit of warmth, vitality and excellence in all that we do. Like many not-for-profit organizations, we strive to build a sense of community and improve the world around us.

We are currently searching for a Teacher Assistant to join our team of dedicated, nurturing and creative educators. Teachers Assistants are responsible for assisting the Lead Teacher in developing and implementing a program of activities that promotes the social, emotional and physical development of each child enrolled in the school. The duties and responsibilities will be carried out under the direction of the Lead Teacher. Beth El Early Learning Center believes in experiential learning, with hands on approach. Candidates should have a passion for working with children, flexibility and enthusiasm, enjoy working as a team and have an eagerness to learn and grow as a professional. Knowledge of Jewish culture is a plus but not required.

This position is full- time and is scheduled Monday through Friday located at our Beck Family Campus in Boca Raton, Florida. All candidates must pass the required Level II criminal background screening, drug test and a physical, in order to be considered for this position. Salary is commensurate with relevant work experience. For more information about the Beth El Early Learning Center, please visit [www.betheearlylearningcenter.tbeboca.org](http://www.betheearlylearningcenter.tbeboca.org).

### **JOB SPECIFIC DUTIES AND RESPONSIBILITIES, which include the following; other duties may be assigned:**

- Assist the lead teacher in imparting classroom instruction based on predefined curriculum.
- Maintain a safe and organized classroom environment for children.
- Assist the lead teacher in ensuring the physical, social, cognitive and educational excellence of the children.
- Ensure that the classroom is aesthetically attractive so that students enjoy their surroundings while learning lessons.
- Provide support to the lead teacher in planning lessons and daily activities based on the principles of child development.
- Ensure development of positive relationships with children with a view to promote self-esteem and self-discipline.
- Observe each child to assess skills, interests and needs and use this information to facilitate individual learning and growth.
- Record any important observations regarding student development and ensure that it is communicated to the lead teacher.
- Provide developmentally appropriate activities for children ages 6 months-5 years.
- Assist lead teacher in handling evaluation and creating reports.
- Provide comfort to distressed children through compassion and tact.
- Assist children in embarking and disembarking from school and accompany them to their classrooms.
- Provide children with support during mealtime and ensure that their nutritional needs are fulfilled.
- Change diapers and help children in cleaning themselves.
- Oversee children to make sure that they are safe during outdoor activities.
- Assume the lead teacher's role in the absence thereof.

**QUALIFICATIONS:**

- Strong communication skills: oral, reading, writing.
- Strong organizational skills.
- Assist the teacher in planning and implementing activities with children, consistent with the curriculum guide, resources and polices provided.
- Ability to relate to young children and adults.
- Working knowledge of the growth and development of young children and ability to utilize this information in the classroom.
- Ability to act independently in the classroom setting.
- Ability and willingness to work with a team.
- Completion of Introductory Childcare Training, Part I and II and Early Literacy and Language Development (45 hours).
- Child CPR/First Aid certification or willingness to acquire.
- Ability to meet Florida requirements for employment in a preschool setting.
- Familiarly with Hebrew is a plus, but not required.

**EDUCATION AND/OR EXPERIENCE:**

- Associate's Degree required; Bachelor's Degree strongly preferred but not required
- An equivalent combination of experience and education may be considered
- At least two years of experience working with young children of preschool age

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to move from standing to crouching to sitting on the floor and back to standing.

The employee must be able to use hands and fingers to reach, handle, or feel objects, tools, or controls; and see, talk and hear. The employee must be able to lift children up to 50 lbs. The employee must be able to lift and carry children and equipment, spend time on the floor or child-sized furniture.

**WORK ENVIRONMENT:**

The position will interact with children in early learning classrooms and playgrounds on a daily basis. Noise level, toys on the floor and clutter will be as are normal to childcare environments. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and scanners.

There may be a number of activities and situations happening at once, and the teacher assistant will have to supervise all children at all times. The employee may be exposed to children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff and themselves.

Temple Beth El of Boca Raton is an Equal Opportunity Employer and will not take into consideration the race, gender, age, ethnicity, religion, disability, sexual orientation, (or any other protected class) of any applicant for this position. For more information about our organization, please visit [www.tbeboca.org](http://www.tbeboca.org)