



Valley Ranch Academy Teacher Aide

Purpose

To support the lead teacher with circle time, planning events, assessments, and communications for the classroom. Teacher Aides are leaders that are passionate about seeing children succeed, not matter what background they come from. They are also self-driven, innovative, and not afraid to ask for help or to seek world-class solutions.

Job Description

ROLE AND RESPONSIBILITIES

At Valley Ranch Academy, we excel by showing up every day for kids with the best of what we have and to ensure that every child is learning every minute of every day they are in school. A teacher aide will be responsible for the following:

- Teaching children about core concepts, such as numbers, letters, shapes, and colors.
- Use creative, hands-on methods of learning, such as artistic expression, free play, and storytelling.
- Encourage and monitor social interactions between children.
- Cultivate healthy and positive relationships with families.
- Maintain a positive school culture that reflects the Valley Ranch Academy Mission
- Support the lead teacher to implement lesson plans for students.
- Instilling a sense of respect and discipline, so that children work effectively in a classroom setting.
- Ensure your classroom complies with all childcare licensing, county, and state compliance requirements and paperwork

The ideal team member is/will:

- Passionate about seeing children succeed, no matter the background from which they come
- Seek to grow and learn new skills to better serve kids and parents.
- Self-driven, innovative, and is not afraid to ask for help and to seek world-class solutions.

Job Requirements:

1. Implement all childcare licensing standards.
2. Create reports to inform parents about their children's progress at school.
3. Support the lead teacher in conducting Circle Time Assessments for their students.
4. Complete all pre-service training before starting.
5. Identify students who are struggling in class and support lead teacher with small group interventions.
6. Set up center areas for indoor and outdoor instruction.
7. Instilling a sense of respect and discipline, so that children work effectively in a classroom setting.



8. Able to step in to lead the classroom in case the lead teacher is absent.
9. Pass background check and fingerprinting by childcare licensing.
10. Support the operations team with a minimum of 10 hours per year with recruitment related activities such as, but not limited to, open houses, cultivation calls to prospective students, virtual classroom tours and sample classes for prospective families

Skills:

- High School Diploma or Equivalent.
- Conduct sample in-person and online sample lessons and lesson plans for interviews.
- **Patience**, optimism, compassion, enthusiasm, and empathy.
- Familiarity using Microsoft Word and Google Products.
- Able to have frank and respectful conversations when receiving and giving feedback.
- Agree to be recorded in the classroom and online with or without notice in video and audio.

PREFERRED ADDITIONAL SKILLS

If you speak another language, that's a plus as our student community is very diverse. All languages are welcome.

IMPORTANT QUALITIES

Leadership skills. Leaders create leaders and our expectation is that you are getting training on how to become a lead teacher within a given amount of time.

Communication skills. Teachers inform parents and staff about the children's progress. They need good writing and speaking skills to convey this information.

Interpersonal skills. A teacher aide must be able to develop relationships with parents, children and staff.

Organizational skills. Teacher aides must be able to multitask when several people or situations require their attention, executing promptly and with excellence.

Competitive salary commensurate with experience and qualifications. Interested applicants should submit resume's to Jaciel Castro at jcastro@valleyranchacademy.com or by submitting an application at: <https://bit.ly/InstrucPositionVR>