The Jamestown Parks and Recreation Department is committed to offering quality recreational opportunities and services to make the community the best place to live and play.

Our Core Values: Community, Excellence, Integrity, Accessible for all, Ongoing Improvement, and FUN!

Job Title:	Learning Center Teacher's Aide
Reports To:	Learning Center Supervisor
Classification:	Operations I
Salary Range:	$10.50 - $18.90 hourly
FLSA Status:	Part time Non-Exempt Hourly
Location:	Two Rivers Activity Center (TRAC), Jamestown, ND 58401

Job Summary: Under the general supervision of the TRAC Learning Center Supervisor, The *On TRAC Learning Center* Team is responsible for the academic, cognitive, social - emotional and physical development of each individual child. Our team will develop positive partnerships with families to engage and encourage participation in our program and to continue the positive growth in our community. Team members are responsible for assuring compliance with all state and local governing agencies as well as uphold TRAC policies. It is required to work professionally and ethically with children, families, guests and TRAC team members at all times.

Essential Duties and Responsibilities:

- Strive for excellence daily for each child in our care.
- Follow classroom schedules, routines, and lesson plans.
- Follow weekly plans, and implement age-appropriate curriculum (lesson plans) to nurture and stimulate all domains of the children's development.
- Assist in maintaining a developmentally appropriate classroom environment that reflects the children's learning and growth.
- Observe children to preform on-going developmental evaluations and address the individual needs of each child.
- Meet regularly with Lead Teacher to develop the weekly plans and activities.
- Provide day-to-day support for Lead Teacher which includes implementing daily program plans, activities and discussing goals for children.
- Adhere to all cleaning and maintenance schedules.
- In accordance with our team philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed.
- Perform other duties as required or assigned which are reasonable within the scope of the duties of this job classification.
- Upholds JPRD values and works to fulfill the mission of the organization.

Qualifications:

Education:

- Successful completion of an approved basic child care course within the first 3 months of employment.
- CPR and First Aid Certification (will provide course).

Experience

- Early Childhood Development knowledge and experience.
- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude / disposition.
- Ability to make decisions on behalf of children and protect their well-being.
- Ability to effectively carry out plans, organize and implement educational activities.

- Must be able to manage confidential information.
- All employees, regardless of position, serve as role models for children and adolescents at TRAC. Therefore, each employee must at all times be emotionally stable and able to function effectively with children, adolescents and adults. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable.

Working Conditions:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position will require the attendance at regular team meetings, trainings and special planned events. If the child programing or activities are located in other areas of the TRAC facility as well as outdoors, or off site, all responsibilities as stated in your job description apply. You may be asked to work evenings, weekends, extended shifts and outdoors during all seasons of the year.

Physical Requirements:
While performing the duties of this job, this employee is frequently required to use fine motor skills to operate a computer, keyboard, and mouse and must sit, stand, walk, crouch, bend, squat and kneel. Employee must be able to move quickly from sitting on floor or chair to standing, and moving across the space to assure safety of all children. Must be able to see, speak, hear and understand the English language. This employee occasionally is required to lift and/or move up to 50 pounds.

Direct Reports: None

AAP/EEO Statement:
JPRD provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. 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.

Approved by:	*Amy Walters,* TRAC Facility Manager
Date approved:	*June 26, 2017*
Reviewed:	
Date:	*10/23/2023, 02/10/2025*