



Job Description

Position: Assistant Teacher

Reports to: Center Director

Summary

Plan and implement activities to grow the social, emotional, physical, and intellectual of the children. Is responsible for the care, hygiene, education, and redirection of children. Ability to maintain classroom ratios, records, and cleanliness.

Duties

- Build and maintain a friendly rapport with parents and children and respond to any concerns parents may have in a timely manner
- Document all incidents/accidents properly and inform parents
- Promote DAP practices and promote whole child development
- Be prepared with planned activities
- Practice appropriate discipline practices
- Maintain classroom ratios and follow all attendance taking procedures
- Understand and follow all state and center policies and procedures
- Assist children with self-help needs
- Report and correct if possible all unsafe conditions
- Know and are able to follow all emergency procedures
- Keep all area of the center in a clean manner
- Sanitize toys per schedule and as needed (infant/toddlers daily, all others weekly)
- Engage in free play with children on their level
- Assist in filling out all paperwork for the classroom
- Assist in meal time routines and toileting
- Assist in greeting, informing, and interacting with all parents
- Have visual and auditory supervision at all times
- Know responsibilities as a mandated reporter
- Maintain yearly continuing education requirements for position held
- Keep management informed of any pertinent information about your classroom, parents, and children
- Assist in keeping wall displays and parent boards up to date and in good condition
- Eat "family style" with the children in the classroom
- Attend staff meetings, trainings, and center events as scheduled
- Sanitation of cribs(daily)/cots(weekly) and launder sheets weekly
- Keep all information confidential and maintain a positive professional appearance at all times
- Other duties as assigned by management

Requirements: Duties, Education/Knowledge, Experience

Education/Knowledge

- CPR/First Aid Certification or willingness to obtain
- High school graduate or equivalent

Experience

- Meet or exceed state requirements for position required

Other Requirements

- Excellent verbal communication skills
- Ability to provide a positive, safe, nurturing environment for children
- Ability to be flexible in work place and hours

Communication Skills

Excellent verbal, listening, and written communication skills required

Physical Demands/Work Environment

Work is primarily done in the center environment, although work may also be performed at community sites for field trips. Must be able to lift 40 pounds, stand up to 95% of the day, bend and stoop to low level positions to best allow physical and visual contact with children, sit on the floor, have the agility to move from seated position to standing position quickly, perform all activities (run, jump, walk, dance, etc.) with children for an extended period of time. Applicant needs to be highly flexible, able to multitask, able to respond quickly to the changing needs of children, staff, and parents. Applicant needs to be able to stay awake at all times of scheduled shift. Work hours will vary to meet the needs of the families.