

POSITION	ASSISTANT TEACHER—CHILD CARE
CLASSIFICATION	Non-Exempt
COMPENSATION	Levels O, Q, R, or S
SUPERVISORY CONTROL	Head Teacher or Assistant Head Teacher
SUPERVISION EXERCISED	N/A
SUMMARY of RESPONSIBILITIES: Assist in the childcare classroom as assigned, following agency and child care regulations.	

QUALIFICATIONS

<p>Required:</p> <ul style="list-style-type: none"> • High school diploma or equivalency • 2 years' experience in early childhood education (ECE) programs • Agreement to enroll in a CDA/AA degree college program after completion of provisional employment period <p>Above Required Qualifications with Adjusted Compensation:</p> <ul style="list-style-type: none"> • CDA, or • AA/AS in ECE, or • AA/AS in related field (child development, special education, elementary education, or the human services) with 12 ECE credits, or • BA/BS in ECE, or • BA/BS in related field with 12 ECE credits 	<p><u>KNOWLEDGE & SKILLS Required:</u></p> <ul style="list-style-type: none"> • Willingness to learn • Interest in child development
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GENERAL EXPECTATIONS

1. Have an interest in and concern for children and their families.
2. Follow policies and procedures of the organization.
3. Consistently report to work on time prepared to perform duties of position.
4. Support agency mission and program philosophy.
5. Maintain confidentiality.
6. Maintain a positive and respectful attitude.
7. Use agency computer system to complete duties.
8. Attend and make use of training opportunities.

DUTIES AND RESPONSIBILITIES

1. Assist and participate in all daily center routines, including nap, mealtime, taking to the bathroom, circle, group, and outside time.
2. Assist teachers in planning and preparing for daily activities. Implement plans with a small group of children when necessary.
3. Assist in maintaining equipment, supplies, and a generally tidy classroom appearance.
4. Know the center rules, discipline philosophy, and educational philosophy, and use them in developmentally appropriate manner with the children.
5. Create an emotionally responsive, caring, positive, and accepting environment supportive of the individual development of each child.
6. Supervise and interact with children in activity areas, inside and outside, using developmentally appropriate language and supervision techniques.
7. Assist with custodial and kitchen duties.

8. Develop an annual training plan with supervisory support; Attend and make use of appropriate training, reporting back to staff meeting and completing the appropriate paperwork.
9. Attend staff meetings when possible, or read staff meeting notebook.
10. Become familiar with the Curriculum Manual and National Association for the Education of Young Children classroom observation form. Use and implement as necessary.
11. Maintain health and safety standards in the classroom, know DPW regulations, and work with supervisor to ensure compliance.
12. Assist with staff, self-, and program evaluations.
13. Cooperate with other center staff, and work closely with immediate supervisor.
14. Occasionally, run a small or part-day group under supervision of the teacher; this includes planning, parent contact, developmental assessment, and other small group responsibilities.
15. Be aware of and use ethical communication practices. Relate well with parent(s)/guardian(s), and exhibit appropriate communication skills with parents. Work with the child's main teacher to communicate areas of concern to parents, and communicate to the teacher information, questions, or concerns that parents mention.
16. Relate well to children, staff, parents, and the public.
17. Become familiar with the Child Care program and believe in the worth of its goals and purposes.
18. Perform other duties as assigned.

ESSENTIAL FUNCTIONS

In order to carry out the essential functions of this position, the employee must be able to perform the following physical functions without any health restrictions: stand and walk for 30 minutes continuously; run for 2 minutes continuously; sit in adult chairs for 60 minutes continuously; sit in child size chairs for 30 minutes continuously; sit on the floor for 30 minutes continuously; squat, kneel, bend, and crawl frequently and continuously; push 100 pounds on flat surfaces; lift and carry 40 pounds; climb up and down stairs; hear and see within normal ranges; work indoors in temperatures between 60 and 90 degrees; work in outside temperatures between 25 and 95 degrees; have finger dexterity to be able to write, cut, type, staple, buckle, feed, change diapers and clothing; be exposed to noise that is typical in an early childhood classroom.

MENTAL REQUIREMENTS

Effective English communication skills verbally and in writing, including both expressive and receptive skills

Creativity in teaching, team management, and supervision

Effective time management

Mental flexibility

Child behavior management that supports learning in a relaxed, calm classroom environment

Judgment that results in sound decisions

Initiative and resourcefulness in meeting job requirements and teaching objectives.

EMOTIONAL REQUIREMENTS

Motivation and self-discipline to learn independently

Patience in teaching, teamwork, and supervision

Interpersonal skills that support constructive workplace relationships and teamwork

Manage repetitive instructional and recreational tasks such as observations/assessments and ECE skill teaching without experiencing undue stress.

Manage repetitive tasks such as feeding, rocking, holding, facial engagement and talking to babies without experiencing undue stress.

Maintain energy and display enthusiasm for teaching.

Take appropriate emotional risks to implement new techniques and approaches.

MARGINAL FUNCTIONS

Provide transportation in personal vehicle or agency vehicles as needed: Have access to a vehicle with current registration, inspection and insurance; have a valid state driver's license; agree to use safety equipment in the vehicle properly; and be willing to use this vehicle on the job for self and transportation of others.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone of this position may perform. All employees of Snyder Union Mifflin Child Development, Inc. are expected to perform tasks as assigned, regardless of job title or routine job duties.

I HAVE READ AND UNDERSTAND THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.

Name

Date