

POSITION	CENTER FOR SCHOOL AGE DEVELOPMENT (CSD) ASSISTANT TEACHER
CLASSIFICATION	Non-Exempt
COMPENSATION	Levels O, Q, R, or S
SUPERVISORY CONTROL	CSD Head Teacher
SUPERVISION EXERCISED	N/A
SUMMARY of RESPONSIBILITIES assist Head Teacher in CSD classrooms per regulations and guidelines	

QUALIFICATIONS

<p><u>EDUCATION & EXPERIENCE:</u></p> <p>Required: High school diploma or GED, plus 2 years' experience working with children</p> <p>Preferred: High school diploma or GED with CDA or 15 credit hours in early childhood education, child development, special education, elementary education, or human services field, plus 1 year's work experience</p>	<p><u>KNOWLEDGE & SKILLS Required:</u></p> <ul style="list-style-type: none"> • Good communication skills • 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. Oversee daily functioning of center in the absence of the group supervisor.
2. Supervise classroom staff in the absence of, in conjunction with, or as delegated by group supervisor.
3. Assist the head teacher with general center planning (including am/pm, special events, and field trips).
4. Create a warm, caring, positive, and accepting environment for children.
5. Be emotionally responsive and supportive of the individual development of each child.
6. Supervise and interact with children in all activity areas inside and outside, with appropriate sense of accountability and in a developmentally appropriate manner.
7. Participate in all routines of the daily program.
8. Promote positive communication with parents; address parent issues and concerns in a productive, positive, appropriate manner.
9. Know all policies and regulations of child care programs, and assist the head teacher in spotting non-compliance (e.g., staff/child ratio).
10. Maintain health and safety standards in the center.
11. Be responsible for general site appearance.
12. Attend CSD staff meetings, and bring forward issues, concerns, problems, and ideas.
13. Develop an annual training plan with site coordinator; attend and use appropriate trainings. Report back to staff meetings, and complete the appropriate paperwork.
14. Follow policies and procedures of the organization.
15. Use Ethical Communication as a standard in interaction.
16. Relate well with staff, children, parents, and the public; be familiar with the child care program, and believe in the

work of its goals and purposes.

17. Develop and maintain a positive working relationship with SACC site representatives (school district personnel, etc.)
18. Be responsible for all site mail in the absence of group supervisor.
19. Perform other responsibilities as assigned by the group supervisor.

PHYSICAL 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 1 minute continuously; sit in adult chairs for 60 minutes continuously; sit in child size chairs for 15 minutes continuously; sit on the floor for 15 minutes continuously; squat, kneel, and bend frequently and continuously; push up to 75 pounds on flat surfaces; lift and carry 30 pounds; reach to 6 feet; balance to participate in activities; climb up and down stairs; hear and see within normal ranges; work indoors in temperatures between 60 – 90 degrees; outside temperatures between 25 – 95 degrees; finger dexterity to be able to type, tie, write, cut, staple, zipper and button; exposure to noise which is typical in a classroom setting; ride on a bus.

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 which supports learning in a relaxed, calm classroom and Camp environment.

Judgment which results in sound decisions.

Initiative and resourcefulness in meeting job requirements and objectives.

EMOTIONAL REQUIREMENTS

Motivation and self discipline to learn independently.

Patience in teaching, teamwork, and supervision.

Interpersonal skills which support constructive workplace relationships and teamwork

Manage repetitive instructional and recreational tasks such as homework assistance, playing games, observations/assessments, skill teaching without experiencing undue stress.

Maintain energy and display enthusiasm for teaching.

Take appropriate emotional risks to implement new techniques and approaches.

Maintain professional boundaries with other employees and with children/families.

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