

Childcare Center Assistant Teacher

Department: Education
Job Title: Childcare Center Assistant Teacher
Reporting to: Center Director/ Assistant Director
FLSA Status: Exempt/Non Hourly

Job Summary:

Responsible for assisting teachers with daily planning, execution of plans and supervision of children, including educational services and health and safety.

Essential Duties and Responsibilities:

- Provides quality child care in a warm and nurturing atmosphere.
- Offers developmentally appropriate activities in small and large group settings designed to enhance the social, emotional, intellectual, language and physical development of each child served.
- Develops children's interests, abilities and coordination using creative activities such as art, music and sport.
- Performs required administrative duties.
- Supervises students during classes and at other times in the school day, including on the playground during breaks.
- Attends staff meetings and other training and development sessions.
- Monitors students' progress and provides students with assistance in resolving any problems.
- Confers with parents and staff to discuss educational activities and policies and students' behavioral or learning problems.
- Works with the Center Director to incorporate new and innovative ideas within the Center.
- Establishes a relationship of mutual trust and good communication with children and parents.
- Assists in working with families.
- Models appropriate interactions with children individually and in groups.
- Carries out administrative duties.
- Develops and maintains good working habits and discipline in classrooms.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- Associate's or Bachelor's degree a plus.
- Experience using on-line teaching programs with children.
- Experience with Procare preferred.
- CDA, CPR, First Aid, certification a plus.
- Must have experience with infants and toddlers.

Knowledge/Skills/Abilities:

- Ability to manage multiple tasks in a fast paced early childhood environment with a high level of professionalism.
- Ability to work flexible hours.
- Ability to work independently with children.
- Proven ability to meet and exceed targets.
- Decision Making – ability to make critical decisions while following Center procedures.
- Team Orientation & Interpersonal Skills – highly motivated team-player with ability to develop and maintain collaborative relationships with all levels within and external to the organization.
- Communication – able to effectively and persuasively express self verbally and in writing, using correct language and grammar in a professional, diplomatic, empathetic and tactful manner.
- Systems & Software – proficient level of knowledge with on-line teaching software.
- Customer Oriented – able to personally provide high level of cheerful, interactive service to take care of the needs of children and parents while following Center procedures.
- Organization & Time Management – able to work independently with minimal supervision, planning, scheduling and organizing professional schedule to achieve goals and complete actions within established deadlines, handling multiple priorities with strong attention to detail.
- Diversity Orientation – ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Ethics & Accountability – ability to demonstrate conduct conforming to a set of values and accepted standards and accepts responsibility and accountability for actions.
- Conflict Resolution – ability to deal with others in a challenging situation.

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Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified above)	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks	X	Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds various items
X	Standing for extended periods	X	Lifting/carrying more than 20 pounds various items
X	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Writing
	Other (List):	X	Other (List): kneeling, sitting and crawling on floor
Hazards: (X = Required for job)			
X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
Employee Acknowledgement:			
I have reviewed and understand the requirements stated in this Job Description.			
Employee's Signature			Date