

**JOB DESCRIPTION**

***Job Title: Assistant Childcare Teacher***

***Age Group & Classroom: \_\_\_\_\_***

***Class: Non- Exempt***

***Reports To: Program Manager and Early Childhood Specialist***

***Job Summary***

To directly support the classroom teacher in classroom operation. Responsible for assisting the lead teacher with curriculum development, lesson planning, child assessment documentation and classroom supervision. To support the classroom teacher and aides in conducting the daily program that provides a nurturing, safe, and inspiring educational environment. Support each child's physical, emotional, social, intellectual and creative development.

***Duties and Responsibilities – Will include, but will not be limited to:***

- Maintaining a professional attitude and loyalty to the agency and all families.
- Maintain *Data Privacy*.
- Attend all staff meetings and required training programs.
- Assist Lead Teacher in *Creative Curriculum* implementation within a Weekly Lesson Plan
- Work to support the implementation of the daily and weekly activity classroom schedules.
- Assist in the planning and preparation of the classroom learning environment, setting up interest centers, and preparing necessary materials and supplies.
- Interacting, and encouraging the children to participate in interest centers and classroom activities.

- Supervising and interacting with children's activities as they relate to the classroom daily schedule. Mealtime, outdoor play, naptime, etc. *Ensure that all classroom children are within Sight & Hearing at all times.*
- Assisting in the identification and support of high risk children and children in need of special assistance toward becoming school ready.
- Treating all children with dignity and respect.
- Understand and respond when required, as a *Mandated Reporter*.
- Considering the individual child in relationship to his/her special needs as well as, cultural and socio-economic background.
- Consistently supporting the children, directing their behavior, modeling positive behavior, using redirection if necessary, logical consequences, etc.
- Maintaining general classroom/center housekeeping tasks. Maintaining classroom tidiness and sanitation.
- Modeling and training of classroom assistant teacher and aides.

***Knowledge, Skills and Abilities***

- Knowledge of child developmental milestones.
- Ability to build constructive relationship with children and parents.
- Must be able to work 40 hours per week.
- Must be sensitive to culturally diverse populations.
- Experience working with families from diverse cultural and socio-economic backgrounds.
- Understand and uphold NAEYC Accreditation Standards.
- Ability to lift 50 lbs. (average weight of a child)

- Ability to communicate effectively and articulate your position knowledge to others.

***Qualifications***

- High School Diploma.
- Initial start of coursework for Child Development Associate (CDA).
- Candidates should have demonstrated work history particularly in the areas of early childhood development.
- First Aid & CPR Training