Job Description

Title	Child Care Center Assistant Teacher - Full Time
Department	Children's Ministry
Status	Hourly Full Time with Benefits (nonexempt)
Reports to	Head Teacher, Child Care Center Site Coordinator, & Child Care Center Director

POSITION PURPOSE

Responsible for assisting the Head Teacher in supervising, planning, and implementing programs for a specified age group within the Child Care Center. To provide a warm and nurturing environment in which the children can grow physically, emotionally, socially, intellectually, and spiritually.

ASSISTANT POSITION RESPONSIBILITIES

Health and Safety

1. Ensure safety of the children at all times. Be familiar with all health, safety and emergency policies of the program and implement as needed.
2. Actively supervise and interact with the children in all areas of the program, being sure to respond appropriately to children's behaviors, needs, and problems.
3. Be responsible for accomplishing all routine tasks regarding the health and safety of the children.
4. Serve meals/snacks for children, and eat with them, encouraging good nutrition.

Environment

5. Provide and maintain an organized environment which includes assisting with maintenance of all program equipment, materials, and supplies. Reporting any need for maintenance to the Head Teacher.
6. Assist in planning, preparing, and caring for the learning environment (inside and outside). Make suggestions that may benefit the program.

Curriculum and Assessment

7. Assist in planning and implementing the daily program under the direction of the Head Teacher.
8. In the absence of the Head Teacher, you will be required to fulfill their job duties to ensure the stability of the room.

Relationships and Interactions

9. Treat all children with dignity and respect and allow for individual differences. Respond appropriately to children's behaviors, needs, and problems.
10. Maintain an open, friendly, and professional relationship with all families.
11. Assist the Head Teacher to orient, train and supervise part-time staff and substitutes.

Professionalism

12. Be an example of professional behavior and appropriate communication at all times. Help part-time staff, volunteers and substitutes maintain a professional attitude toward the program, the children, and the staff.
13. Be a role model, demonstrating the kinds of values, attitudes, expectations, beliefs, and choices that make our organization excellent.

14. Attend all staff meetings and recommended training programs. Provide the Director with documentation in accordance with state requirements. Provide appropriate communication in staff meetings.
15. Participate in required functions sponsored by Hope Center for Learning.
16. Perform any related assigned duties.

REQUIRED SKILLS AND ABILITIES

1. Must be 18 years of age and mentally, physically, and emotionally able to provide adequate care for the children under your supervision.
2. Must have a High School diploma or equivalent, have some experience in early childhood education or child development or experience in taking care of children.
3. Must be able to lift up to 40 pounds.
4. Must interact with children at their level throughout the day to develop emotional, social, cognitive, physical, and spiritual growth.
5. Have a warm, friendly personality, be sensitive to the feelings and needs of others, be able to relate well with children, and be willing to fulfill job responsibilities in accordance with the program philosophy.
6. Must be able to maintain a professional attitude towards children, the families, and the staff always, and be able to communicate professionally and openly.
7. Must be a role model, demonstrating the kinds of values, attitudes, expectations, beliefs, and choices that make our organization excellent.
8. Must be of good mental and physical health, capable of mature judgment.
9. Criminal Background Check and Pediatric CPR/First Aid are required.
10. Must certify attendance at a minimum of 13 hours of approved training related to childcare annually.

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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.