

ASSISTANT TEACHER

Always Report to the Lead Teacher and Center Director. Are Responsible for the general supervision of a specified age of children; planning and executing the educational program in accordance with the purpose and goals of Foundations Early Childhood Education (ECE).

Education and Experience Requirements Education: Have a High School Diploma or Equivalent and a CDA Certification (minimum) or Associates Degree in Child Development, Early Childhood Education or equivalent (60 college credits with 30 hours in ECE). Experience: Minimum 5 years in a licensed child care center, and must be Certified in CPR and First Aid.

Qualifications

- Professionally prepared as a teacher of young children, especially in the field of early childhood education and/or child development.
- Meeting the requirements of licensing agencies and accrediting organizations.
- Able to work effectively with multiple staff members, balance and prioritize multiple requests.
- Sensitive to the needs of young children and familiar with early childhood theory and practice.

Skills

- Required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of developmentally appropriate practices in early childhood
- Ability to develop rapport with children, parents, and co-workers and Lead Teacher
- Strong Teamwork qualities and skills
- Ability to develop a high-quality, age appropriate curriculum to successfully engage children and foster social, emotional, cognitive, and physical development
- Strong group skills with children
- Effective organizational and planning skills
- Effective interpersonal skills
- Ability to conform to an established work schedule
- Ability to communicate in a concise and effective manner
- Ability to understand and follow instructions precisely
- Ability to exercise tact, discretion and confidentiality

Principal Duties and Responsibilities

- Supervise upkeep of all education equipment and materials in assigned area
- Maintain progress records of each child's growth and development to review with supervisor and parents
- Work with parents and Lead Teacher to promote understanding of their child's growth and development; encourage parent's participation in school programs; attend parent group and Center functions
- Conduct regular formal and/or informal parent/teacher conferences on each child's school adjustment, classroom behavior, and developmental progress
- Supervise all activities to ensure safety at all times
- Attend Monthly Staff Trainings

Physical Requirements

Must have the ability to:

- Lift up to 40 lbs.
- Repetitive bending, stretching, and stooping
- Have mobility required to ensure the safety of the children
- Work with children on the floor
- Work outdoors in any variety of weather
- Fully capable to have visual or hearing capabilities consistent with licensing safety requirements
- Perform light duty cleaning