

THE CHILDREN'S HOME

DRAFT

Position: Assistant Teacher - Child Care Center

Responsible to: **Director Child Care Center**

Position Purpose: The assistant teacher is responsible for assisting the teacher in operating the classroom in accordance with the policies and procedures of the Child Care Center and the appropriate licensing and regulatory bodies and for maintaining a healthy and nurturing environment that promotes the physical, social, emotional and cognitive development of young children and responds to the needs of the children birth through age 5.

Status: Hourly

Qualifications:

1. High School Graduate (or GED)
2. North Carolina Early Childhood Credential and 3 semester hours Early Childhood (required) with North Carolina Early Childhood Credential Req.
3. Associates degree in Early Childhood education or childhood development (Preferred)
4. One year of experience in a licensed child care facility required.
5. Demonstrated strong communication (verbal & written) and presentation skills.
6. Demonstrated proficiency in relevant computer software programs.
7. Maintains CPR & First Aid Certifications
8. Has a valid North Carolina driver's license.
9. Agrees with and adheres to the General Principles and Qualifications of Section #401 in the Personnel Policies of The Children's Home.

Job Responsibilities:

TECHNICAL SKILLS

1. Assist the teacher in maintaining child care goals, objectives and policies consistent with state regulations and center policies and procedures
2. Assist the teacher in planning and executing an age appropriate educational program in line with mission, goals and philosophies.
3. Assist the teacher in implementing an age appropriate routine for children.
4. Assists the teacher in supervising children during both inside and outside activities
5. Provide input for regular assessment of children's development
6. Maintain daily open communication with parents
7. Prepares and submits accident/incident reports in accordance with Center policy

8. Maintain confidentiality
9. Report any suspect abuse to supervisor
10. Arrange and maintain a safe and healthy classroom environment in accordance to program goals and philosophy
11. Inspect and replace damaged or lost materials
12. Attend inservice and staff meetings and on going trainings in relevant areas in accordance with regulations, and maintains required CE requirements required for licensure
13. Keep all appropriate records such as children's records, attendance and timesheets.
14. Meet all applicable licensing regulations
15. Demonstrate skills that foster a positive, growth-enhancing environment that promotes the development of healthy traits in program participants as well as staff.

INTERPERSONAL SKILLS

1. Exhibits good public relations skills. Effectively communicates.
2. Demonstrate the ability to take supervisory direction as well as work independently using sound judgment and ethics
3. Facilitates parent-staff meetings and addresses concerns in a timely manner
4. Effective decision making and problem solving ability
5. Maintains professional and supportive relationships with families

OTHER

6. Ensure the provision of culturally sensitive services
7. Maintains confidentiality..
8. Ensure the provision of quality services through participation in The Children's Home's Continuous Quality Improvement (CQI) process.
9. Ensure compliance with all applicable standards of practice.
10. Actively promote the mission, values, and purpose of The Children's Home.

PHYSICAL REQUIREMENTS

HEAVY

Involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds

- Ability to lift at least 100 pounds
- Frequent use hands to finger, handle or free objects, tools or controls;
- Frequent ability to reach with hands and arms; and stoop, kneel, crouch or crawl.
- Occasionally required to climb or balance
- Frequent walking, standing, and sitting
- Visual ability including distance, peripheral and depth perception.
- Ability to drive
- Regularly required to talk and hear.

- Ability to spend long periods of time standing, bending, stooping, and walking around the facility while supervising and/or participating in the activities and assisting in the movement of the children
- Able to climb stairs repeatedly.
- Job requires physical stamina; agility required to manage young, active children.

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

I have received and read this job description. I understand these responsibilities and am ready to fulfill them to the best of my abilities.

Employee Signature

Date

Authorized by:

Supervisor Signature

Date