



**JOB DESCRIPTION:** Assistant Teacher

**POSITION DESCRIPTION:** The Assistant Teacher is responsible for the general management and supervision of children in the classroom, in accordance with the Center's philosophy and policies.

**REPORTS TO:** The Assistant Teacher is supervised by the Program Coordinator (PC) and responds to requests from the Site Director. This person works in a team atmosphere of mutual respect and cooperation with all staff. Employees under the age of 18 must work under the direct constant supervision of an adult staff person.

**EMPLOYMENT STATUS:** This position is full-time or part-time/hourly.

**JOB DUTIES:**

- Assist in the creation of a stimulating learning environment, including room arrangement, bulletin boards, seasonal decorations, etc.
- Accurately provide documentation (such as meal sheets, daily sheets, accident reports, medication forms, etc.)
- Maintain a safe, healthy and attractive learning environment inside and outside the classroom.
- Participate in recommended professional development training opportunities and adhere to licensing standards.
- Maintain a professional appearance and attitude and consistently project a positive image of the YWCA.
- Maintain appropriate staff to child ratio and consult with the PC and/or Site Director when substitutes are needed.
- Report suspected child abuse and neglect as required by law.
- Carry out other duties assigned by the PC and/or Site Director.
- Assist in carrying out curriculum/environmental plans developed by the PC.
- Assists in providing opportunity and support for children to develop self-discipline.
- Assist PC with child's development through age appropriate developmental checklist.
- Oversee and interact with children's play.
- Reinforce positive guidance techniques.
- Insure the safety and well-being of each child.
- Teach children by modeling appropriate language and behavior.
- Treat all children with dignity and respect.
- Assist in other classrooms as assigned.
- Fluid schedule as assigned by Site Director. Flexibility in work assignments and facility schedule according to the needs of the facility.
- Verbally greet each parent, child and visitor upon arrival in the classroom, and communicate with parents about the child's day.

- Maintain confidentiality of children and family information.
- Encourage parents to discuss concerns or issues with PC or Site Director.

**POSITION REQUIREMENTS:**

- Experience working in a childcare center preferred
- General knowledge of children's growth and development.
- CPR and First Aid training.
- Ability to perform Assistant Teacher's duties.
- Must be able to lift and comfort young children (weighing up to 40 lbs.) and get up and down from the floor with or without accommodations.
- Good written and oral communication skills.
- Must be able to work with growth and developmental needs of unique client population.
- Flexibility, reliability and cooperative work habits.
- Minimum age of 14 years.
- No substantiated history of child abuse or neglect.
- Volunteers used to fill staff member positions will meet the requirements for the position.
- No staff member or volunteer will have a felony conviction on record within the past five years.