



## FRANDELJA ENRICHMENT CENTER

### Assistant Teacher Job Description

<b>Position:</b>	<b>Assistant Teacher</b>
<b>Immediate Supervisor:</b>	<b>Classroom Lead Teacher or Site Supervisor</b>
<b>Salary:</b>	<b>Based on education and experience</b>
<b>Hours:</b>	<b>According to center needs</b>
<b>Available Benefits:</b>	<b>Medical, Dental, and Vision Insurance Vacation, Sick Leave, and Holiday pay (varies) Opportunities for personal and professional growth</b>

#### GENERAL DUTIES:

All center staff are responsible for the general supervision, management and assurance of safety, security and well-being of each child in the program. Assistant teachers provide the necessary support for a nurturing atmosphere that enhances the children's social emotional, cognitive, and physical development.

#### DUTIES AND RESPONSIBILITIES:

- Assist teachers in providing for the health, welfare, supervision and safety of the children.
- Assist in greeting each child in a warm and friendly manner and provide quality customer service at all times (for children, families, center staff and the community).
- Positively interact with the children and encourage their involvement in activities.
- Encourage and model language and problem-solving strategies throughout the day.
- Assist in planned daily activities based on approved curriculum and center philosophy.
- Assist teachers to provide a warm, safe, and caring learning environment that is kept orderly, clean, appealing and in compliance with program needs and assessments.
- Assist teachers to maintain developmental records for children including child observation notes, photos and documentation boards.
- Assist teachers in the supervision of children in the classroom, on the playground, and field trips.
- Follow universal health precautions at all times.
- Report and document any observed signs of illness and injury to immediate supervisor or lead teacher.
- Assist teachers to maintain classroom and playground, providing a safe and healthy environment.
- Assist teachers to provide supervision of toileting and bathroom time.
- Assist teachers and model at all mealtime/snack time activities.
- Ensure center personnel policies are followed.
- Keep scheduled hours and sign in/out every shift.
- Avoid showing favoritism or bias towards individual staff, parents, or children.
- Center interactions and activities are confidential.
- Participate in classroom team meetings.
- Participate in staff meetings, trainings, conferences, etc., as required.
- Utilize resource materials, articles, videos, etc.
- Participate in on-site and off-site professional growth activities.
- Work cooperatively with classroom teachers for the success of the classroom.
- Work cooperatively with center administration for the success of the organization.
- Additional duties may be assigned as needed for smooth operation of the organization.

**MINIMUM REQUIREMENTS:**

- Must be 18 years or older.
- High school graduate or equivalent GED.
- One year experience with infant/toddlers and/or preschool children preferred.
- Pass physical exam, TB test, Criminal Record Clearance and Fingerprints and all other state license requirements.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with children, parents, and staff.
- Maintain and support program policies and procedures.
- Expressed commitment to the program and its philosophies during the term of your employment.

**PHYSICAL REQUIREMENTS:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Ability to sit/stand both indoors/outdoors for prolonged periods.
- Ability to see, hear and speak.
- Ability to participate in regular standing, walking, kneeling, bending, twisting, pushing, pulling, crouching, grasping, reaching above, and below the shoulder.
- Ability to lift/carry 25 lbs.
- Ability to multi-task in an energy demanding and often noisy environment.
- Ability to operate computer and complete other repetitive motion tasks.

**CONFIRMATION:**

My signature below indicates I received and intent to comply with this Job Description listed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

**Accepted** *(Please place a copy of this document in employee’s file.)*

**Staff Initials:** \_\_\_\_\_