

NORTHEAST FAMILY CENTER

## **JOB DESCRIPTION**

**Position Title:** Assistant Teacher - Brownell Before & After School Program

**Supervisor:** Lead Teacher &/or Program Director-Brownell CLC

**Classifications:**

<u>      </u>	<b>Exempt</b> (Paid on the basis of a salary.)	<u>      </u>	<b>Full-Time</b>
<u>  X  </u>	<b>Non-Exempt</b> (Paid on an hourly basis.)	<u>  X  </u>	<b>Part-Time</b>
		<u>      </u>	<b>Seasonal</b>

**Salary Range:** \$7.00-9.00/hour

**General Description:**

Under the direction of the Lead Teacher & Program Director, the Assistant Teacher is responsible for planning and implementing activities for the before and after school licensed childcare program, interacting and supervising grade school children, and maintaining positive relationships with parents and families.

**Minimum Requirements:**

- Must possess strong organization, communication and leadership skills.
- Must be able to work in a positive and professional manner with NFC staff, participants and the general public.
- Must maintain a neat and professional appearance at the workplace.
- Must meet all state requirements for a licensed childcare director including current CPR and First Aid certifications, education and experience.
- Must have an enthusiastic and positive attitude toward youth and families.
- Minimum 1 year experience working with young children in a group setting.

**Job Specifications:**

- Be present and on time to all scheduled shifts or secure a substitute in advance.
- Ensure the safety of staff and participants by implementing program policies, licensing standards, and emergency procedures.
- Maintain effective communication with parents and families daily.
- Promote a positive image of the CLC & Northeast Family Center to the public.
- Assume any other duties related to the program as assigned by the Lead Teacher or Program Director.

**Employee Signature and Date:**

*"I have read and understand this job description."*

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Employee Name (Please Print)

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Employee Signature

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Date

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Supervisor Name (Please Print)

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Supervisor Signature

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Date