

NORTHEAST FAMILY CENTER

JOB DESCRIPTION

Position Title: Assistant Teacher

Supervisor: Childcare Director

Classifications:

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

Starting Range: \$7.00-9.00/hour

Benefits: Sick leave, vacation leave, paid holidays and child care discount.

General Description:

Under the supervision of the Childcare Director &/or Lead Teacher, the Assistant Teacher will help plan and conduct a curriculum based program for a specific age group within the classroom. The Assistant Teacher may be responsible for opening &/or closing the Childcare Center.

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 assistant teacher including current CPR and First Aid certifications.
- 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.
- Supervise and interact with assigned group of children.
- When applicable, open &/or close the childcare center according to policies and procedures.
- Utilize daily and weekly schedules to provide developmentally appropriate learning opportunities for participants.
- Ensure the safety of participants by adhering to program procedures, licensing standards and emergency procedures.
- Maintain accurate participant records including daily attendance and daily sheets for kids.
- Encourage and facilitate parent involvement through family information boards, daily sheets for kids and constant communication.
- Assume any other duties related to the program as assigned by the Childcare Director.

Employee Signature and Date:

“I have read and understand this job description.”

Employee Name (Please Print)

Employee Signature

Date

Supervisor Name (Please Print)

Supervisor Signature

Date