

Ladybug Child Care Center

Assistant Teacher - Job Description

A. Job Requirements

1. Education and training and adherence to all State Department of Human Services regulations.
2. Demonstrates communication skills.

B. Personal Qualifications

1. Must enjoy working with children of all ages and display this in attitudes at all times. Must have good understanding of child development. Must have the ability to foster physical, mental, and emotional growth and socialization skills in children.
2. Must demonstrate personal integrity and be reliable, dependable, and flexible.
3. Must have warmth for children, use a soft voice, and be consistent in discipline.

C. Function

To assist the teacher in planned learning and assume responsibility whenever necessary.

D. Duties and Responsibilities

1. Child Contact
 - a. Anticipate child's behavior and respond within the context of the child's stage of development.
 - b. Meet the children's needs in all areas: physical, emotional, social, and environmental.
 - c. Provide the children with a safe, loving, and nurturing environment.
 - d. Carry out appropriate and positive discipline as established by the teacher.
 - e. Interact with the children and encourage their involvement in activities.
 - f. Help the children control behavior using a positive appropriate approach, always to use a consistent technique.

2. Parent Contact
 - a. Be sensitive and responsive to parents. Communicate expressed concerns to your classroom teacher or department manager.
 - b. Greet parents daily. Share general information about their child's day, while directing the parent to the classroom teacher for specifics in discipline, behavior, and academics.
3. Curriculum
 - a. Implement the Center's philosophy through activities and parent/child contact.
 - b. Display thorough knowledge of the daily routine and materials which will be used and where to find them.
 - c. Design and carry out planned learning experiences.
 - d. Prepare activity plans with the teacher and provide the materials needed for the project.
4. Building, Grounds, and Equipment Maintenance
 - a. Maintain the cleanliness and orderliness of play areas and staff areas.
 - b. Maintain a room arrangement that is safe, inviting, interesting, and stimulating. Offer suggestions on regular changes or additions to room arrangement to keep it interesting and challenging to the children.
5. Administrative/Supervisory
 - a. Display a thorough knowledge of the Center's philosophy.
 - b. Work effectively as a member of a team; work well with the teacher, gracefully accept the teacher's direction, and carry out the teacher's plans. Help build a supportive team.
 - c. Must be able to work alone, if necessary.
 - d. Assist in developing a cooperative and supportive attitude within the room.
 - e. Attend staff meetings.
 - f. Assist in keeping records for the classroom.
 - g. Open and/or close the building as assigned.
 - h. Accept other duties or tasks as may be required by the teacher or department manager and handle specific maintenance duties as assigned.
 - i. Assume the role and responsibilities of the teacher whenever it is necessary.
6. Financial
 - a. Refer all questions or concerns regarding client accounts, enrollments, vacations, and withdrawals to administration.

- b. Assist in controlling staff costs by combining groups of children when possible.

E. Reporting Relationships

1. Reports to teacher in classroom, who is responsible for work assigned and directed.
2. In absence of teacher, reports to department manager.

F. Limits of Authority

1. May take action without informing your classroom teacher:
 - a. Use routine discipline with a child.
 - b. Discuss a child's routine daily activities with a parent.
2. May take action but must inform teacher:
 - a. Call a parent about a sick child.
 - b. Plan activities for children.
 - c. Administer routine first aid.
 - d. Report suspected child abuse/neglect/maltreatment cases to Social Services and/or Police Department.
3. Must have teacher or department manager's prior approval:
 - a. Change your work shift.
 - b. Take time off.
 - c. Change scheduled daily activities.