

Job Description

Assistant Teacher for Glen Mar Early Learning Center

Reports to and works with the classroom teacher, is supervised by the Director. Responsible for assisting the classroom teacher with the general supervision and management of the class.

Qualifications:

Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the GMELC's program and philosophy. Must be at least 18 years old and meet the requirements of the Office of Child Care and/or accreditation organizations.

Minimum Education Requirements:

Have attained or is working towards the 90 hour certificate in Early Childhood Education.

Skills

- Have knowledge of developmentally appropriate practices in early childhood
- Have the ability to conform to an established work schedule
- Have effective interpersonal skills with others
- Have the ability to communicate in a clear, concise and effective manner
- Have the ability to understand and follow directions
- Have the ability to exercise tact, discretion and confidentiality

Responsibilities

Responsibilities will include, but will not be limited to, the following:

- Assist in planning and implementing the daily program under the direction of the teacher which includes lesson plans.
- Assist in planning and preparing the learning environment, setting up interest centers, and gathering needed materials and supplies.
- Supervise the classroom when the teacher is out of the room.
- Help with the general housekeeping tasks.
- Assist the teacher in other ways as requested.
- Maintain a professional attitude and loyalty to GMELC at all times.
- Treat all children with warmth, dignity and respect.
- Attend all GMELC staff meetings and recommended training programs and conferences.
- Participate in professional organizations that work for the improvement of early education.
- Assist teacher with implementation of appropriate early education experiences.
- Attend GMELC functions.
- Supervise all activities to ensure safety at all times.
- Report to the teacher any problems which may occur with the children.

- Observe, record and report on the behavior of individual children as assigned.
- Become familiar with and follow NAEYC's Code of Ethics.
- Assist teacher with implementation of appropriate early childhood experiences.
- Help GMELC staff to supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of children enrolled at the Center.
- Help to maintain a neat and organized classroom.
- Help children establish good habits of personal hygiene; change diapers and assist with toilet training.
- Being flexible with tasks requested

Physical Requirements

Must have the ability to:

- Lift up to 40 lbs
- Bending, stretching, and stooping repeatedly
- Climb up and down stairs
- Have mobility required to ensure the safety of the children
- Engage with the children on the floor
- Be outdoors with the children in any variety of weather
- To provide consistent supervision of children following the Office of Child Care safety requirements
- Perform light duty cleaning

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature

Employee Printed Name

_____ Date