Geneva Lakefront Childcare Center

Job Description

**Job Title**: Assistant Teacher

**Reports**: Director

We are looking for candidates that are as passionate about the growth and development of the children in

our care as we are. We are most interested in talking to applicants that have the ability to create a healthy,

safe, stimulating and educational environment in the classroom and maintain professionalism in all dealings

with staff and parents.

**CLASSROOM:**

1. Assist Lead Teacher with the planning, scheduling and implementation of age appropriate activities and curriculum, and to stimulate and educate children accordance with curriculum objectives. This would include the development of physical, emotional, intellectual and social skills, and abilities of each child
2. Assist the Lead Teacher with the arranging a classroom environment in accordance to program goals and philosophy
3. Maintain a fun and interactive classroom that is clean and organized
4. Oversees, facilitates and maintains a safe and healthy environment for all children through supervision and interactions with other children
5. Assists teaching proper health care in regards to toileting, nutrition, dental, and physical care and cleaning of the children through daily routine
6. Maintain daily open communication with parents
7. Maintain confidentiality
8. Report any suspect abuse to director
9. Inspect and replace damaged or lost materials
10. Attend in-service, trainings, conferences and staff meetings
11. Is familiar with and implements OCFS licensing regulations
12. Implements GLCC and licensing discipline policies
13. Are caring, compassionate and love what they do!

**REPORTING:**

1. In the event of the absence of the Lead Teacher, the Assistant will take over all phases of the Lead

 Teacher’s responsibilities which include:

* + Contribute to curriculum planning
	+ Keep all appropriate records such as: accurate attendance, health checks, meal counts, incident reports and time sheets
	+ Prepare weekly newsletters
	+ Contribute ideas for field trips and in-service workshops
	+ Complete bi-annual assessment of children's development
1. Attends all staff meetings and in-service workshops with the aim of expanding the skills, knowledge, and on-the-job training

**PARENTS:**

1. Communicates with parents under Lead Teacher’s guidance
2. Is aware of parent needs and passes this information to the Lead Teacher
3. Promotes GLCC fund raising efforts

**TRAINING:**

1. Complete a mandated 15 hours of training within their first 6 months.
2. Complete 30 hours of mandated training as required by OCFS regulation.
3. Attends in-service workshops at GLCC
4. Attend 2 - 2 hour site visits at other daycare centers.

**QUALIFICATIONS:**

1. Prefer Associate degree in Early Childhood or related field; or a Child Development Associate Credential; minimum of high school diploma and experience working with large groups of children.
2. Prefer experience leading a classroom and creating educational lesson plans
3. Prefer experience working in a licensed childcare facility
4. The ability to meet state and/or accreditation requirements for education and experience
5. Flexibility as to the hours and schedule of work
6. Must be at least 18 years of age
7. Must be able to lift and carry up to age five, and/or 50 lbs.

**RELATIONSHIPS**:

The Assistant Teacher is supervised by the Director. In the event of the absence of the Director, your supervisor is the Administrative Assistant and/or Food Service Manager. You will be supervised daily by the Lead Teacher of the classroom.

Employee Signature:

Director Signature:

Date: