



## Childcare Center Assistant Teacher Job Description

**JOB TITLE:** Assistant Teacher **FLSA STATUS:** Non-Exempt

**DATE WRITTEN:** March 2016 **REPORTS TO:** Lead Teacher

**WRITTEN BY:** Learn 'n Move Board of Directors

### **JOB SUMMARY:**

The Childcare Assistant will be under general supervision, provide recreational and educational activities for children at a childcare center; and assist in maintaining a clean and safe learning environment for children.

This position works within the guidelines of Learn `n Move Childcare Center Policies/Procedures, State and Federal Laws, Rules, and Regulations.

**DIRECT REPORTS:** None

### **JOB SPECIFICATIONS (required knowledge, skills and abilities):**

Should be at least eighteen years of age,

- Shall be individuals of good physical, cognitive, social, and emotional health and shall use mature judgment when making decisions impacting the quality of child care;
- Shall certify completion of a department-approved basic child care course within the first three months of employment, with the exception of substitute staff members and emergency designees;
- Shall certify the staff member's own annual successful completion of the department-approved training related to child care as set forth below:
  - If working thirty or more hours per week, certify thirteen hours of department-approved training annually;
  - If working fewer than thirty hours and more than twenty hours per week, certify eleven hours of department-approved training annually;
  - If working fewer than twenty hours and at least ten hours per week, certify nine hours of department-approved training annually; and
  - If working fewer than ten hours per week, certify seven hours of department-approved training annually; and
- Shall not place a child in an environment that would be harmful or dangerous to the child's physical, cognitive, social, or emotional health;
- Receive a two-day, onsite orientation to the childcare program during the first week of employment. The director shall document orientation of each staff member responsible for caring for or teaching children on an orientation certification form. The orientation must address the following:
  - Emergency health, fire, and safety procedures for the center;
  - The importance of hand washing and sanitation procedures to reduce the spread of infection and disease among children and staff members;
  - Any special health or nutrition problems of the children assigned to the staff member;

- Any special needs of the children assigned to the staff member;
- The planned program of activities at the child care center;
- Rules and policies of the child care center; and
- Child abuse and neglect reporting laws; and
- Ensure safe care for children under supervision. Supervision means a staff member responsible for caring for or teaching children being within sight or hearing range of an infant, toddler, or preschooler at all times so the staff member is capable of intervening to protect the health and safety of the child. For the school-age child, it means a staff member responsible for caring for or teaching children being available for assistance and care so that the child's health and safety is protected.

**Equipment used:** Understand and have a working knowledge of Windows environment, Internet technology and organizational systems. The incumbent must have the ability to access, manipulate, organize and relay information in meaningful ways using: email, word processing, spreadsheets, databases, etc.

**ESSENTIAL FUNCTIONS:**

The assistant teacher, shall:

- Assist in the supervision of children in various indoor activities for the purpose of providing a safe and positive learning environment.
- Assist the lead teacher with age appropriate activities by working with individual or small groups of children (e.g. games, art, music, science, language, nutrition, playground, washing hands, etc.) for the purpose of presenting and/or reinforcing learning concepts and by caring for the child's needs.
- Distributes instructional and/or play materials for the purpose of providing children with necessary items and assisting the lead teacher in the assigned room.
- Maintain program equipment and work areas (e.g. kitchen tools, appliances, etc.) for the purpose of ensuring availability of items and/or providing for a safe learning environment.
- Monitor children in various activities (e.g. test period, snack time, play activities indoors/outdoors, etc.) for the purpose of providing a safe and positive learning environment.
- Promote good habits for the purpose of improving the quality of children's outcome and encouraging development.
- Provide positive role model
- Receive and deliver children directly from/to parents or authorized individuals for the purpose of ensuring safety of children in accordance with program policies and guidelines

*In addition to the functions described above, this role may include other responsibilities and duties as assigned, based upon Learn 'n Move needs and or requirements.*

**WORKING ENVIRONMENT**

**Hazardous exposure category:** Place an x in the appropriate category for the role:

- I.  Involves an inherent potential for contact with blood, body fluids or tissues. Appropriate protective measures are required for every employee engaged in Category I tasks.
- II.  Involves no exposure to blood, body fluids, or tissues, but potential exposure in usual work. Employees performing Category II tasks do not need to wear protective equipment, but they should be prepared to put on protective equipment on short notice.
- III.  Involves no exposure to blood, body fluids, or tissues, although situations can be hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids.

**PHYSICAL REQUIREMENTS**

**Lifting Requirements:** Place an "X" in the appropriate category:

1.        **Sedentary work** - Exerting up to 10 pounds of force occasionally and / or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Roles are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
2.        **Light work** - Exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements exceed those for sedentary work.
3.   X   **Medium work** - Exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements exceed those for light work.
4.        **Heavy work** - Exerting 50 to 100 pounds of force occasionally, and/or 25-50 pounds of force constantly to move objects. Physical demand requirements exceed those for medium work.
5.        **Very heavy work** - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical demand requirements exceed those for heavy work.

**Frequency:**

Place an "X" in each box that is appropriate to the role:

**Never = 0%**    **Occasionally = 1-33%, 1 to 3 hrs/day**    **Frequently = 34-66%, 3-5 hrs/day**    **Constantly = 67-100%, 6-8 hrs/day**

Physical	N	O	F	C	Physical	N	O	F	C
Standing			X		Fingering/Keyboarding				X
Walking			X		Handling				X
Sitting			X		Feeling			X	
Stooping		X			Visual acuity: near				X
Kneeling		X			Visual acuity: far				X
Squatting		X			Depth perception				X
Climbing		X			Color discrimination				X
Balancing		X			Peripheral vision				X
Reaching away from body		X			Talking			X	
Reaching - above shoulder		X			Hearing			X	
Reaching - at/below shoulder		X			Running		X		
Grasping		X			Other				
<b>Physical Surroundings</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Environmental Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
Cold (50 degrees F or less)		X			Chemicals		X		
Heat (90 degrees F or more)		X			Gases, fumes		X		
Dampness		X			Dust		X		
Inside work				X	Radiation		X		
Outside work		X			Vibration		X		
Heights		X			Noise			X	

*I have read this Job Description and its attachments, asked any questions and understand the responsibilities.*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor