



POSITION DESCRIPTION

<u>Position:</u>	Assistant Teacher-Campagna Early Learning Center
<u>Job Status:</u>	Full-Time, Benefits-Eligible
<u>FLSA Classification:</u>	Non-Exempt
<u>Reports To:</u>	Program Director

Position Summary:

The Campagna Early Learning Center Assistant Teacher is responsible for assisting the Teacher in planning and implementing age-appropriate curriculum for the children in the classroom in accordance with the program policies, guidelines, and philosophy.

Primary Responsibilities

Supervision, Health, and Safety of Children

- Maintains and follows all state, federal, health and safety guidelines
- Supervises a small group of children or an individual by sight and sound at all times while being aware of the entire group
- Knows the numbers of children in direct care and maintains ratios at all times
- Completes appropriate health and safety paperwork (e.g., medication, accidents, allergies, toileting)
- Organizes the classroom environment and keeps equipment safe and clean
- Documents suspected child abuses immediately and reports them within 24 hours to Child Protective Services
- Administers emergency First Aid when necessary or as required
- Responds immediately and appropriately to multiple or unexpected situations or emergencies.

Child Interactions

- Interacts with children frequently, affectionately, and respectfully at the child's level
- Remains available and responsive to children's needs, questions, and requests
- Acknowledges feelings with sensitivity and models appropriate social behavior
- Fosters children positive self-concept by supporting individuality, independence, and the ability to make choices
- Implements, with the Teacher, the approved Preschool Curriculum
- Provides experiences that are developmentally appropriate and fosters problem-solving and critical thinking
- Provides anti-bias, non-sexist language images and experiences
- Eats the same food that the preschoolers are served, while sitting at the table and interacting with children during mealtime
- Helps the preschoolers to serve the food family-style
- Demonstrates ability to fully participate in all activities including supervision and interaction with children outdoors for extended periods.
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Parent Interactions

- Acknowledges parents and all visitors, demonstrating a friendly, courteous, and professional demeanor
- Maintains confidentiality regarding children and families both in the center and externally
- Communicates regularly with families, both verbally and in writing, regarding the development and specific activities of the children
- Participates in parent conferences
- Encourages and schedules parents to participate in planning and evaluating classroom activities
- Assists in planning and conducting classroom orientations for parents and volunteers

- Attends monthly parent meetings as required.

File Maintenance

- Assists in the maintenance of an education/licensing file on each child in the classroom to include anecdotal records, art work, parent contacts, and other appropriate information
- Assists in the maintenance of attendance and USDA records daily
- Assists in the maintenance of licensing regulation compliance within the classroom and center as required by the Licensing
- Helps in maintaining the daily record-keeping system.

Teamwork

- Communicates directly to other staff and parents to resolve conflicts
- Establishes and maintains a relationship of cooperation and respect with co-workers and management through active participation, communication, and collaboration
- Ensures continuity of care for children by reporting to work on time, maintaining consistent attendance, adhering to staffing schedules, and demonstrating flexibility to adjust work schedule as needed
- Attends staff meetings, trainings, and other site events, demonstrating flexibility and openness to new ideas and professional growth
- Performs other duties as requested by the Supervisor.

Required Qualifications

- A High School Diploma or GED-Equivalent and a CDA or currently enrolled in a program leading to an Associate's or Bachelor's Degree
- A minimum of two (2) years of experience working with children in an accredited child development program
- Effective verbal and written communications skills
- Ability to professionally interact with people of various cultural and social backgrounds
- Ability to remain calm and professional at all times.