

**Hallie Q. Brown Community Center, Inc.**

**JOB DESCRIPTION**

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**POSITION TITLE:** Assistant Teacher

**DEPT:** Early Learning Center

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**SUPERVISED BY:** Early Learning Center Director

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**TITLES SUPERVISED:** n/a

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**FLSA:** Part-time

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**POSITION SUMMARY:** Assists classroom teachers in planning both long and short range activities for a particular classroom (age specific) in accordance with curriculum objectives, developmentally appropriate practice and program philosophy designed to meet the emotional, social, physical and cognitive needs of each child. Assists classroom teachers in ensuring that the classroom is appropriately staffed and maintained to provide a safe and secure environment for each child.

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**POSITION RESPONSIBILITIES:**

1. Maintains open communication with parents/guardians of the program participants regarding the developmental needs of the participants.
2. Assists teachers in the supervision of aides and volunteers in the classroom to ensure the provision of high quality childcare programming, including encouraging the aides to contribute to curriculum planning.
3. Assists teachers in the planning and supervising the arrangement of the classroom environment in accordance to program goals and philosophy.
4. Maintains a safe and healthy environment, including safely managing developmental activities for the participants.
5. Assists classroom teachers in ensuring that the nutritional needs of the Program participants are met while in attendance.

6. As directed, assists classroom teachers in preparing monthly plan charts
7. As directed by classroom teachers, provides assistance in maintaining daily (regular) anecdotal records on participants' progress; completing a bi-annual assessment of children's development; and reporting progress of children to parents in bi-annual reports and through parent-teacher conferences.
8. Assists in keeping/documenting appropriate records such as records, attendance, time sheets and accident reports.

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**QUALIFICATIONS:**

**Education:** Associates degree or equivalent in early childhood development. CDA in Early childhood Development preferred.

**Licensing and Certifications:** CPR and Meet all applicable licensing regulations

**Work Experience:** 3 years of Child Care Center or related experience required.

**Other Requirements:**

- Dealing with confidential information.
- Tight deadlines.
- Dealing with unfavorable weather conditions.
- Excellent verbal and written communication skills.
- Ability to work effectively with employees, colleagues and manager.
- Agree to mandated child abuse reporting guidelines.
- Ability to relate to children from diverse socio-economic and cultural backgrounds.
- Must be able to attend evening meetings, parent gatherings and/or trainings, as scheduled.