

LEARNING CENTER ASSISTANT TEACHER

Classification: Part Time - Non-exempt

Reports To: Learning Center Director

JOB DESCRIPTION

Being a reflection of God's heart, love and kindness while caring for and instructing the children. Learning Center Lead Teacher will implement the daily academic and faith based curriculum to children in the classroom. Oversees and coordinates the child's personal care, hygiene, learning activities, special programs and positive guidance; maintains classroom records and developmental checklist. Ensures that classroom and other play areas are consistently clean and safe. Informs parent of their children's progress on a daily basis. Supervises and directs activities of assistant teacher assigned to the classroom. Keeps Supervisor informed on a timely basis of pertinent issues regarding staff, children, families and the program. Assistant Teachers may be required to work independently for an interim period without a designated lead teacher.

RESPONSIBILITIES AND DUTIES

- Follows quality academic lesson plans for each age group
- Properly implement curriculum in the classrooms as outlined in minimum standards and Learning Center Policy
- Keeps Director apprized in a timely manner of all critical areas of responsibilities, including serious student accidents, employee issues and significant events
- Implements health and safety standards; ensures that appropriate supervision of children is utilized daily
- Actively develops and maintains positive staff relationships and parent partnerships
- Attends all required staff meetings, workshops, and/or school functions as determined by the Director
- Maintains a professional personal appearance, attitude, and work behavior at all times
- Performs all duties in area of assigned responsibility

COMPETENCIES

- Ability to motivate and lead classroom
- Takes direction well from Lead Teacher
- Strong communication and cooperation skills
- Positive attitude
- Flexible Team Player
- Ability to work under pressure

POSITION TYPE/EXPECTED WORK HOURS OF WORK

- This is a part time position, between 20 and 38 hours per week
- Hours of work vary during operating hours of 6:30 am - 6:30 pm, Monday through Friday
- Days and hours can vary with special events and needs of center as directed

SUPERVISORY RESPONSIBILITY

Manage daily caregiving of students

WORK ENVIRONMENT

This job operates in a professional office environment and Early Childhood Classroom environment. The employee can be exposed to outside weather conditions.

PHYSICAL DEMANDS/REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Be able to perform duties at child level. That include bending, stooping, floor seating and lifting of children and objects. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing throughout the day.
- Spending up to 75% of shift standing
- Ability to ascend and descend staircases
- Able to extend hands and arms to complete assigned tasks
- Must be able to push or pull objects and carts when needed
- Express and exchange ideas by means of spoken word
- Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repeat movements and motions of the wrists, hands, and fingers
- Regularly lift and move up to 40 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Required to have close visual acuity to perform an activity such as, but not limited to:
- Subject to both inside and outside environmental conditions
- Regularly required to talk and hear
- Professional communication skills to include, written, oral and interpersonal

TRAVEL

No travel is expected for this position

REQUIRED EDUCATION AND EXPERIENCE

- Assistant Teachers must meet or exceed state licensing requirements for age, education and experience per Texas minimum standards:
- Clearance from DFPS Background Check
- Be free from active tuberculosis
- Current CPR & First Aid Certification
- Notarized Licensing Affidavit for Application for Employment form
- 18 years or older
- High School Graduate or Equivalent
- Minimum of 15 Continuing Education Units or clock hours completed in the last 2 years in the field of Early Childhood Development (Official Transcripts required)
- Must maintain a minimum of 24 hours of training per year relevant to the age of the children for whom the caregiver provides care
- Learning Center Assistant Teacher will be required to complete 24 hours of Pre-Service Training that is provided by the employer. Learning Center Lead Teacher will be required to maintain 24 hours of Annual Training per Year that is provided by the employer.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

Must be eligible to work in the US

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.