



Assistant Teacher

Position: Part – Time 10-30 hours per week

Wage: \$10-12.15 per hour DOE

Description

The Teacher's assistant aids in the care and education of the children within their designated classroom. Persons filling this position will possess skills and abilities necessary for the lead teacher and/or primary assistants to provide calm, rich learning experiences to up to 20 children. Teacher's assistants will maintain all requirements necessary for state licensure, including registering on the Early Childhood Project's Practitioners' Registry and completing initial training. A person filling this role must demonstrate a high regard for children's health and safety.

Commitment: Exemplary care and education of young children

Responsibilities:

- Demonstrate the ability to follow instructions, show initiative and work with a supervisor and other staff as part of a cohesive team. They should have the willingness to learn from their mentors and co-workers and be flexible in their thinking and understandings of the teaching young children
- Collaborate with the Lead Teacher daily in regard to classroom needs, challenges and programming
- Assist in maintaining a healthy and safe environment for children by following the policies and procedures of Canvas Early Learning Center.
- Assist in the preparation, cleanup, and recordkeeping of daily lessons and activities.
- Build relationships with families and the community by communicating regularly
- Assist in the training and guidance of new staff members
- Communicate effectively with children, families, co-workers and administration

Requirements:

- **Education:**
 - CDA or Early Childhood Certificate **OR**
 - High school diploma *and* current/previous coursework or training in Early Childhood or Education studies
- **Experience:** Experience working with young children as a caregiver or educational provider
- **Provide:** a copy of immunizations and fingerprints in accordance with state licensure
- **Knowledge:**
 - Importance of high-quality child care
 - Importance of building appropriate relationships with children and families
 - Basic understanding of developmentally appropriate activities for young children

- **Abilities**
 - Maintain a flexible mindset to be able to give and take feedback to promote change
 - Work in a team-centered environment
 - Learn and apply new skills in positive guidance, health and safety, licensing standards, curriculum
 - Learn and utilize technology applications to maximize their use and troubleshoot as necessary.
 - Move in accordance with the children and activities. Must be able to sit in low chairs, stand, run, jump, crouch, crawl, etc. in indoor and outdoor environments.
 - Perform CPR and Pediatric First Aid
 - Demonstrate good moral character and a high standard of ethics
- **Training:**
 - Complete all initial training, within a stated framework, in accordance with State Licensure.
 - Register on the Early Childhood Project's Practitioner's Registry, or update account, immediately upon hire, and maintain a current status
 - Complete additional training as needed to maintain a current status on the ECP Registry.
 - Obtain or renew CPR and Pediatric First Aid certification within the first 30 days of employment.

Preferred Education, Experience, Knowledge, Skills, and/or Abilities

- CDA, Early Childhood Certificate or Associate Degree
- 2- years' experience working in a licensed child care or early childhood educational setting as a caregiver.
- Level 2 or above on the Early Childhood Practitioner's Registry
- Ability to cook and prepare meals and snack, read and follow a recipe, and modify recipes to account for number of servings needed.