



JOB DESCRIPTION

Title: Assistant Teacher
Department: Crossroads Christian Child Care
Reports To: Teacher Coach and Child Care Director
Pay Status: Hourly
Exemption Status: Non-Exempt

General Summary and Objective: To provide a fun, safe, and nurturing environment for all children. This includes but is not limited to planning a variety of activities through teaching development and social skills, song, play, art, large motor skills, changing diapers, and assist with daily notices to parents and students. Must greet all parents as they arrive or to pick up children, as well as perform all duties as listed on the daily cleaning sheet. Finally, above all, be a positive Christian role model including nurturing spiritual growth for the children in Child Care.

Essential Functions:

- Care for children - This may require being active, getting down on the floor, running around, playing games, getting messy in art projects, feeding, diapering, changing clothes, tending to minor injuries, preparing or following lesson plans singing and dancing, etc.
- Help children learn social skills such as eating with utensils, manners, sharing, and keeping clean
- Maintain daily records sent home with parents in regards to feedings, diapering, naps, etc.
- Greet all parents, including reviewing identification for any unfamiliar faces
- Continue education through training workshops, attending a minimum of 15 hours annually for part time employees, 20 hours for full time employees (full time considered working an average of 30 hours or more per week)
- Learn state regulations and apply policies and practices to your daily routines
- Check medicine chart and notebooks daily as you arrive. Administer medicine that has doctor approval and office approved paperwork. Keep medicine in assigned locations.
- Work in the nap room and cover breaks if the need arises
- Help keep room, tables, cabinets and floors clean
- Work as a team member; interact with a Lead teacher or Substitute to keep the communication line open with Office Staff and Director. Report concerns/issues to the Teacher Coach and Child Care Director

- Responsible for your ratio of children in the classroom
- Assist lead teacher with feeding baby food and bottles
- Assist teacher and children with daily lessons and activities
- Assist with daily notices to parents in children's files
- Follow diaper changing schedules and mark each child's chart appropriately
- Be prepared for emergency drills, know your classes' assigned location and the routine for drill procedures
- Return all supplies to resource room and put items where they belong
- Arrive early - Clock in and be in your assigned area on time (take care of bathroom trips, getting drinks, putting up personal belongings, phone calls, etc. prior to clocking in)

Additional Responsibilities:

- Complete afternoon and Friday cleaning checklists and turn in to the office daily
- Assist with all special events, fieldtrips, theme days, etc.
- Perform other duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Must be 18 years old to work at the Child Care
- High School diploma or GED
- Demonstrated capacity to love and lead children
- The ability to communicate with students, parents, office staff, church staff, and co-workers
- Reliable transportation
- Must be able to lift and carry up to 40 pounds
- Be physically able to get on and off the floor as needed with caring for small children
- Be able to move equipment and/or furniture as needed for cleaning
- Exceptional model of personal integrity
- Champion of vision, values, and culture of Crossroads Christian Church

Work Environment

Christian Child Care serving 6 weeks to Pre-K during the school year and up to 6th grade during summers. This role routinely involves physical activity, cleaning, providing children with a structured environment. Our goal is to nurture children physically, emotionally, spiritually, and mentally while they are in our care.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee frequently is required to stand; walk; get down on the floor to play; change diapers; clean; feed babies; holding, lifting, and carrying children up to 40 pounds; moving classroom furniture; mental capacity to recall

information and multi-task. Employee must have a firm understanding of physical and mental development of children to be able to provide a structured, safe, loving, and stable environment.

Position Type/Expected Hours of Work

The work hours for this position will vary depending on which classroom the Assistant Teacher is in. Child Care is operational between 6:30 AM – 6:00 PM. The expectation is that employees arrive on time and are expected to work their full shift.

Travel

This position may involve chaperoning occasional field trips.

December 1, 2016

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.