

## **St. Matthew Early Childhood Center Job Description - Assistant Teacher**

**Mission Statement:** St. Matthew Early Childhood's mission is to provide a Christian environment in which each child can grow spiritually, emotionally, physically, and intellectually through age-appropriate activities. We are committed, in collaboration with families, each child's character development and nurture the individual strengths and talents that allow each child to reach their potential.

**Position Purpose:** To assist the lead teacher and cooperate in a supportive role carrying out developmentally appropriate activities that promotes health, nutrition, and education of the children and to attend to their safety and welfare.

### **Responsible to:**

- Lead/Assigned Teacher
- St. Matthew Early Childhood Center Director/Supervisor
- St. Matthew Catholic School Principal

### **Essential Job Responsibilities: Performance Indicators**

#### **Classroom Time**

- Assists in planning and implementing the daily program under the direction of the lead teacher.
- Assists in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Directs and participates in group and individual activities with the children by using developmentally appropriate practices.
- Works with problems which are observed in individual children. Help children learn to adapt and cope with real life situations.
- Provides and maintains quality care for children enrolled in the Early Childhood Center by offering organized activities, a loving respectful climate, and a safe environment.
- Works cooperatively with children, parents, and staff to ensure a professional competent program.
- Maintains constant watch over children entrusted in her/his care and is aware of their locations at all times to ensure their physical safety and well-being.
- Performs daily duties as requested in order to maintain the normal functioning of the program.
- Greets each parent and child daily.
- Observe and record behaviors of children to assist the lead teacher in the identification of each child's strengths and areas to grow.
- Follow a consistent schedule which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, three meals, and effective transitions between activities.
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making; Ask open-ended questions and listen respectfully to the answers.
- Supervise and assist children with meals and clean up.
- Assist and supervise children during toileting period.

### **Parent Involvement & Community Partnerships**

- Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
- Communicate regularly with parents.
- Help plan and conduct regular parent meetings and socials with team members.
- Assisting the director and team in parent-school relationships.

### **Additional Job Responsibilities:**

- Assist the lead teacher in maintaining accurate written records, including: assessments, anecdotal observations, and other required forms.
- Respects and maintains confidentiality of all information received in connection with work.
- Attend meetings, training's, and appropriate professional development activities.
- Possesses a working knowledge of the functions, goals, policies, and philosophy of the program.
- Ensure that the director is informed of any problems, occurrences, or information necessary through either the pass down log, telephone conversation, or face-to-face conversation.
- Assure/assist in general maintenance and security of facility.
- Sanitize classroom equipment and laundry.
- Assist with breaks and other classroom needs as requested.
- Assist in completing administrative duties for the class including keeping attendance, meal counts, child's daily reports, and helping maintain classroom supply inventory.
- Other duties as assigned.

### **Knowledge/Skills/Experience Required**

- Educational coursework in Early Childhood Education/Development with a minimum of a Child Development Associate Degree or an Associate of Arts Degree in Early Childhood Education.
- Within 30 days of employment must be Pediatric CPR and First Aid certified, Mandatory Child Abuse Training certified, and have gone through VIRTUS training.
- Employment is conditional pending immediate and continued enrollment in Child Care Division – Criminal History Registry.
- Obtained college-level course work or professional development training that prepared you to work with children and families of diverse races, cultures, and languages.
- Obtained college-level course work or professional development training that prepared you to work with children who have special needs.
- Demonstrated classroom ability, typically one year full-time classroom experience in the classroom in which you are applying.
- Excellent communication skills, especially good listening and writing skills.
- Knowledge of typical behaviors/expectations of the age of child that you are applying for.
- Ability to be flexible when teachable moments occur.
- Be able to work in all types of environment:
  - Inside and outside in various temperatures
  - Office, classroom, kitchen

- Noise tolerance
- Possess the ability to function cooperatively and effectively in a team setting.

**Physical/Mental Abilities and Processes**

- Ability to visually assess children's health and behaviors and make frequent significant decisions to assure their health and safety.
- Ability to apply developmentally appropriate practices for young children in a classroom and playground settings.
- Ability to respond appropriately (both mentally and physically) to an emergency or a crisis situation.
- Daily kneeling, stooping, bending, and sitting on the floor to attend to children's needs.
- Occasional lifting up to 50 pounds.