

TITLE: ASSISTANT CHILD CARE TEACHER AM or PM (revised 1/14) part time (under 30 hr)

KNOWLEDGE/EDUCATION REQUIREMENTS:

- At least 18 years old
- High school education or equivalent
- Satisfactorily completed 1 non-credit department approved course in Early Childhood or completes that training within 6 months after assuming the position **or**
- Satisfactorily completed one course in Early Childhood for credit or is enrolled in that course within 6 months after assuming the position.
- Registry certification within 3 month
- Infant CPR certification within 6 months
- Shaken Baby Syndrome Course
- Recognition of Child Abuse Training

OVER-ALL RESPONSIBILITIES:

To assist the assigned Teacher in supervision of a group of children

SPECIFIC RESPONSIBILITIES:

CHILDREN'S PROGRAMMING:

1. Offers a program that meets the emotional, physical, intellectual, social, and spiritual needs of both the individual and the group
2. Interprets and shares Christian Education curriculum and values with children
3. Interacts with the children and encourages their involvement in activities
4. Helps children develop self-help skills
5. Allows time for socialization
6. Assists in implementing large group and small group activities
7. Helps carry out a physical education program and participates in outdoor recess
8. Assists in class field trips if assigned
9. Uses appropriate and positive child management techniques
10. Supervises appropriate hand washing techniques
11. Supervises rest period if assigned

SPACE AND EQUIPMENT:

1. Prepares a safe environment that is orderly, clean, and appealing which permits the child to grow and explore
2. Maintains room and storage areas in neat and orderly manner
3. Keeps accurate accounting of materials from Resource Room/room inventory
4. Performs classroom-related maintenance duties, i.e. disinfects tables, sweeps floors after snack, cleans toys as directed

ORGANIZATIONAL RELATIONSHIP

- Works closely with Teacher assigned
- Reports to: Child Development Director
- Persons responsible for: children

