



Job Title	Assistant Teacher Full Time - Interim
PVN ID	KB-1802-002361
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Child Care
Status	Full Time
Hourly Rate	\$13.75-\$13.75
Hour(s) a Week	35
Closing Date	Aug 15, 2018 (Or Until Filled)

General Description

The Assistant Teacher will work with the Group Teacher of the 3's classroom. Together they will provide a successful safe and supervised educational setting for children while they are in the Child Development Center. This includes promoting the social, emotional, physical, and cognitive development of children. He/she shall possess an interest in children and their families and be sensitive to their needs. He / she must have the ability to work effectively with others and be open to change.

This is a full time interim position from March - July 2018.

Other Duties

Curriculum and Supervision

Maintain classroom routines and schedules which include assisting in activities such as group time, choices, lunch, naptime, outdoor time, arrival and departure of children etc.

Assist with providing a clean, orderly, physical environment conducive to the optimal growth and development of children.

Accept each child at his/her own developmental level and assist in individualizing activities that help children grow to the maximum of his / her ability.

Support, plan and carry out a developmentally appropriate curriculum that meets individual needs in a classroom setting using developmentally appropriate lesson plans based on interest expressed by children.

Support Director and teachers in the general implementation of policies and procedures of the Child Development Center.

Attend staff meetings and participate in recommended training programs, conferences, courses, and other aspects of professional growth.

Maintain confidentiality at all times

Follow all emergency medical or accident procedures.

Participate in monthly fire drills

Establish good rapport with families

Other duties as assigned

Qualifications

High School Diploma Required. Associates Degree in Education Preferred. Experience working with children ages 2 - 5 years required.