



<b>Job Title</b>	Evening / Saturday Assistant Teacher
<b>PVN ID</b>	KB-1509-000727
<b>Category</b>	Instruction and Social Service
<b>Location</b>	KINGSBOROUGH C. C.
<b>Department</b>	Child Care
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$10.50-\$12.00
<b>Hour(s) a Week</b>	20.00-27.00
<b>Closing Date</b>	Feb 06, 2018 (Or Until Filled)

## General Description

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The Assistant Teacher will work with the Group Teachers to 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.

The Assistant Teacher's duties will primarily concentrate on the educational component of the Program. Responsibilities will include, but will not be limited to, the following:

### 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 the child 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.
- Utilize playground time as a learning experience for the children and as a continuation of the classroom theme.
- Assist in providing children with an environment of acceptance, which will help each child build ethnic pride, develop a positive self-concept, enhance his/her individual strengths and develop positive social relationships.
- Assist with daily attendance records and documentation of excused absences as requested.
- Support Director and teachers in the general implementation of policies and procedures of the Child Development Center.
- Attend all staff meetings and participate in recommended training programs, conferences, courses, and other aspects of professional growth.

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### **Health and Safety**

- Follow all emergency medical or accident procedures.
- Participate in monthly Fire Drills
- Maintain current CPR and MAT certification
- Assure general maintenance and security of facility which includes ensuring that equipment and materials are in good working order and are sanitized on a regular basis.
- Assume an equal share of the joint housekeeping responsibilities of the staff.

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### **Parent Involvement**

- **Encourage parent involvement in all aspects of the program.**

- Assist in aspects of the administrative component of the Center i.e. parent meetings, registration, fundraising, inventory control, public relations etc...
- Model positive self-esteem building behaviors when working with children and families.
- Establish a good rapport with families by assisting with parent/teacher conferences as requested and helping them interpret their child's developmental screenings.
- **Other duties as assigned.**

## Other Duties

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## Qualifications

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### **Educational Requirement**

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

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