

CAMPUS FOR KIDS LEARNING CENTER

JOB DESCRIPTION - ASSISTANT TEACHER

JOB FUNCTION:

To facilitate development of the whole child (i.e. cognitive, social-emotional, motor, language, spiritual) by partnering with the lead teacher to implement creative and developmentally-appropriate methods of learning.

DUTIES & RESPONSIBILITIES

General

- Complete the Infant/Toddler coursework if working with children under 2 years of age.
- Complete Sudden Infant Death Syndrome (SIDS) training and follow through with center procedures.
- Complete Blood-borne Pathogens training and follow through with center procedures.
- Complete Abusive Head Trauma Prevention training and follow through with center procedures.
- Complete Wisconsin Mandated Reporter online training.
- Complete CPR/AED certification course
- Annually complete 25 hours of continuing education.
- Attend mandatory staff meetings.
- Participate in the Christmas Program and Spring Program.
- Assist in conducting an open house or individual student/family conferences in the fall and spring.
- Attend mandatory miscellaneous events, as announced during the year (i.e., all-staff in-service meetings, some of which may be held in the evening).
- Cooperate with the lead teacher and work to ensure that daily plans are completed.
- Communicate any classroom related concerns to the lead teacher.

Supervision

- Maintain a daily working relationship with lead teacher, working closely under their leadership for the successful functioning of this position and for the good of the classroom.
- Cooperate with the leadership and all staff to develop and maintain a program of high standards in childcare and child development.
- Support the director and coordinators in ensuring that all state licensing regulations are being followed in the classroom.
- Follow the appropriate chain of command if a situation needs to be addressed by the director or coordinators.

Curriculum

- Assist in completing lesson plans that meet curriculum guidelines and submit it to the program coordinator a week in advance.
- Assist in ensuring that the class is taught according to the standards of developmentally appropriate practice.
- Assist in ensuring that lesson plans are detailed enough that anyone could come into the room at any time and conduct the class based on the lesson plans alone.
- Ready to assist any substitutes that might be in the classroom.
- Assist in creating a calendar for the children and families to take home, submitting it to the program coordinator no later than the third Thursday of the month.

- Follow required curriculum guidelines concerning Bible stories, letters, numbers, colors, shapes, themes, etc.
- Help create goals or activities to have as options during all “free choice” opportunities (i.e., gym, playground, centers).
- Help to plan and prepare in advance the daily activities for the children.
- Post calendar, lesson plans, parent memos, and other important information for parents on a parent board.
- Post a staff biography introducing yourself to the parents on your parent board.
- On a monthly basis, help decorate the walls with children’s artwork and other decorations that relate to the monthly and weekly learning objectives.
- Monthly, change door decorations with the children’s names.
- Help prepare a substitute teacher folder that is easily available at all times (this folder should contain a map of where the cots are placed, listing of each child’s allergies, other special instructions, a general daily schedule, and a copy of lesson plans).
- Help to maintain individual goals for each child, as well as reviewing and revising the goals every 3 months.
- Help the lead teacher to complete Portfolio Assessments for each child, for use during conferences, parent meetings, and open houses.

Child and Family Focused Responsibilities

- Use scaffolding to help each child use his/her own abilities to develop emotionally, socially, cognitively, physically, and spiritually.
- Observe, record, and report significant individual and group behavior.
- Use teaching methods that motivate the children to learn and build on the children’s strengths and interests.
- Emphasize developmentally appropriate practice in the classroom.
- Work with the program coordinator and lead teacher to problem-solve challenging behaviors and other classroom concerns.
- Maintain consistent discipline in accordance with Campus for Kids and State Licensing Child Guidance Policies.
- Assist each child in all routines throughout the day (i.e., breakfast, lunch, snack, nap, clean-up, toileting, etc.).
- Supervise children at all times (i.e., bathroom, play areas, hallways, etc.).
- Establish rapport with each child and family.
- Maintain positive interactions with children and families at all times.
- Exhibit family-centered principles.
- Respect all types of families.

Work Environment

- Clean the room at night (put away toys and straighten up the area).
- Keep children’s clothing in proper locations.
- Spot clean the areas you used outside of your classroom.
- Assist in keeping hallways and common areas neat and presentable.
- Assist in keeping classroom decorated according to curriculum or instructions.
- Check mailbox and email daily.
- Clean and disinfect cots and toys weekly.
- Clean and disinfect mouthed toys daily.
- Wash laundry according to the classroom schedule.