

## Job Description – Assistant Child Care Teacher

**GENERAL STATEMENT OF DUTIES:** Assist in planning and carrying out a daily program designed to meet the physical and developmental needs of a group of children. This person must be sensitive to the needs of individual children and relate well to both the children and adults.

### RESPONSIBILITIES:

- ✓ Assist in planning, scheduling and implementing the daily program of appropriate developmental experiences for a classroom group of children
- ✓ Provide care and protection for assigned children
- ✓ Maintain a physical environment conducive to children's growth and development and arrange to promote optimal program functioning.
- ✓ Consider and provide for the needs of the individual in relationship to their cultural and socioeconomic background, emotional or physical handicaps and individual style and pace of learning.
- ✓ Respect the dignity and basic rights of each child
- ✓ Help children learn to adapt to and cope with real-life situations; to develop appropriate habits in such activities as eating, dressing, napping and personal hygiene
- ✓ Make daily observations of the health of children, reporting conditions which require attention
- ✓ Assist in the maintenance of progress records on the emotional, physical, social and intellectual development of assigned children
- ✓ Participate in staff meetings, training sessions, conferences, workshops and other career development and professional activities
- ✓ Complete continuing education hours per State requirements each year
- ✓ Assure that equipment and materials are accessible, appropriate and in good condition
- ✓ Perform classroom related and other maintenance duties as requested
- ✓ Help in the composition of a monthly article for the center newsletter
- ✓ Assist with public relation and events and other duties as assigned
- ✓ Maintain a pleasant, comfortable atmosphere for staff and children

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk and hear. The employee is frequently required to walk; sit and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Most days, employee will be working a portion of the day outside in temperatures ranging from 20F with wind chill to 90F. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EXPERIENCE AND TRAINING:**

Must meet qualifications set forth in DCF 251.05 (g) with any combinations of education, experience and training which provide the required knowledge, skills and abilities. Must have completed at least 6 credits in early childhood education.

This position description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills or efforts associated with the position. It is intended to be an accurate reflection of principal job elements.

