

JOB DESCRIPTION AND RESPONSIBILITIES/ASSISTANT FOR FOURS & OLDER

Title: Assistant teacher/ fours and older

Hours: 3:00 p.m. to 6:00 p.m.

Qualifications: The assistant teacher must meet the following:

- Be at least eighteen years of age
- Be willing to obtain twenty hours of professional development per employment year including cardiopulmonary resuscitation (CPR) certification and first aid

Responsibilities:

- Must arrive promptly at 2:50 p.m. Monday thru Friday
- Follow all Guidelines established by Department of Human Services (DHS)
- Be willing to work with master teacher, other personnel, and management, while keeping unity and being a positive role model for families, co-workers, and children
- Assist the master teacher in the supervision of the children and in the preparation of classroom material. Material provided to assistant teacher will be at the master teacher's discretion
- Converse with families regarding child's day
- Attend monthly personnel meetings and functions sponsored by center
- Notify the Director or person in charge of any upcoming vacations or needs for time off
- Make handwashing for all a routine practice, oversee hand washing during toileting
- Change wet clothing as needed, following sanitary procedures
- Follow chain of command with any issues or concerns
- Handle final cleanup at the end of each day

Pay Schedule: Assistant teacher will be paid an hourly wage, determined by Director when hired.