



## **Associate Teacher**

### **Qualifications:**

- High school graduate or equivalent
- Child Development Associate Teacher Permit or qualified for a Child Development Associate Teacher Permit (proof of 12 ECE/CD units, \*4 core classes\*)
- Completed 50 days of experience (3+ hours per day within 2 years).

## **JOB REQUIREMENTS**

### **Classroom Environment**

- Assists with planning and setting up indoor and outdoor environment
- Assists with planning and implementing curriculum activities
- Supervises and directly interacts with children in a warm and positive manner
- Always use respect and sensitivity when communicating with children verbally and non-verbally
- Implements conflict management and problem-solving strategies with children
- Implements food service according to established nutritional and food handling guidelines
- Assist team in assessing individual and group needs and provide appropriate experience
- Follows agency policies and procedures for health and safety
- Implements emergency procedures as required
- Helps maintain a safe and healthy indoor and outdoor environment
- Assist with completion of child assessments (DRDP)
- Knowledgeable in and implements licensing requirements
- Assist teacher and agency in other duties as needed

### **Works with Families and Community**

- Presents a positive view of center and agency to community
- Implements the philosophy of the program; knowledgeable and able to speak confidently to parents and prospective parents about the philosophy of the program
- Communicates enthusiastically and actively develops positive relationships with parents
- Assists in a range of activities that promote family involvement
- Works in a team atmosphere to prepare for parent conferences
- Invites and encourages family participation in children's activities

### **Personal and Professional Behavior**

- Follows agency personnel policies
- Works cooperatively with other staff, accepts supervision, and helps promote a positive atmosphere in the center
- Participates in on-site and off-site learning opportunities in accordance with a professional development plan
- Maintains confidentiality regarding all personal information about children and families
- Maintains confidential relations with center staff
- Does not drink hot beverages around children/parents (coffee, etc.)
- No use of cell phones.

### **Health, Safety and Nutrition**

- Follows universal health precautions
- Follows center/agency policies and procedures for health and safety
- Comfortable and able to maintain well managed classroom with a 1:8 teacher/child ratio.
- Administers medications in compliance with the agency policies and guidelines
- Follows procedures for child abuse reporting as mandated by law and understands the responsibility for action as a mandated reporter
- Has completed pediatric CPR and first aid training through an accredited or approved program and holds a current pediatric CPR and first aid certificate
- Ensures that all fire and other emergency drills occur on a regular basis
- Maintains a safe and healthy indoor and outdoor environment through monthly safety checks and reports to site director, replacement and repair needs
- Daily monitors to assure that play areas are secure and that children cannot leave or gain access to unsafe or unsupervised areas
- Understands and implements all regulations related to playground safety

### **Physical Demands of The Position**

- Ability to sit at a child sized table with children (for meals and small group activities)
- Ability to move child sized furniture, portable playground structures, toys/educational materials, around daily
- Able to sweep, bend over to clean child sized tables, wash toys at a sink standing up
- Able to stand for 2-3 hours at a time before a break
- Ability to walk for over 45 minutes at a time
- Able to lift 30 lbs.
- Able to kneel (help with Band-Aid, shoe laces)
- Able to get a preschool aged child onto a changing table
- Sit on the floor or child sized chairs
- See well enough across distances (such as a playground or entire classroom)
- Ok with noisy environments
- Ability to hear well to respond to the needs of children
- Able to model physical activity for children (e.g. running short distances, hop, skip, kick)
- Able to model fine motor skills for children (e.g. stringing beads)
- Must be mobile enough to get to children quickly in an emergency