



Position: Assistant Teacher

Reports To:

Program Director/Lead Teacher

Position Purpose:

The Aide/Assistant Teacher helps the Teacher and/or Lead Teacher in planning and implementing the daily program for children, supervises the class when the Lead is out of the room, helps with meals, safety and assists in maintaining a clean and orderly room and Center. May be required to work with various age groups and change diapers and soiled clothing as needed.

Essential Functions:

Assists the Lead in planning and implementing the daily program for children, including the following:

- Treats each child with dignity and respect.
- Recognizes and considers the individual needs of each child.
- Helps children learn to think creatively, to solve problems independently, and respect themselves and others.
- Works to prevent injuries and accidents, and handles appropriately if they occur.
- Supervises the classroom, according to the plans of the Lead Teacher when the Lead is out of the room.
- Attends all staff training sessions, meetings and programs sponsored by IC, as required.
- Helps with meal and snack preparation, feeding children, modeling table manners at family style meals.
- Shares with the Lead the responsibility of maintaining a clean, orderly classroom and Center.
- Maintains strict confidentiality regarding children and families.
- Performs other related duties as requested by a Lead Teacher or Program Director.
- Reports problems, injuries and hazards promptly to the Lead Teacher and/or Program Director.

Reporting Relationships:

Reports to assigned classroom Lead Teacher and Program Director.

Mental and Physical Requirements:

- Frequently moves or lifts average weight as in lifting, carrying, and holding children and infants. Because of the necessity to maintain staff/child ratio, it is essential that each teacher meet the full lifting requirements of up to 60 pounds.
- Occasionally lifts or moves average weight of up to 60 pounds in awkward or difficult positions (such as to prevent an accidental injury to a child).
- Rarely lifts weights heavier than 60 pounds, normally only in emergency situations. Some children, equipment or supplies may weigh more than 60 pounds.
- Physically and mentally reacts appropriately and immediately to unexpected circumstances.



I CAN
Child Care & Learning Center

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Tiffany Tanner-Stith, Program Director

Debra S. Tanner, Administrator

- Able to stoop and bend to interact on child's level throughout the day.
- Able to interact and communicate with children in a play area/classroom, i.e. run, jump, dance, demonstrate physical exercises.
- Required to stand up to 95% of the workday.
- Uses proper lifting procedures and seeks appropriate assistance with heavy lifting when possible.

Qualifications:

- Meet state licensing requirements for education, experience and age.
- High School Diploma or equivalent required. Degree in early childhood development or similar field preferred.
- Demonstrate an understanding of all current state and local regulations.
- Previous work experience in childcare environment preferred.