

**JOB TITLE: ASSISTANT TEACHER**

EMPLOYER: GOLDEN DAYS & LITTLE RAYS DAYCARE & ACTIVITIES CENTER

REPORTS TO: **REPORTS TO:** CEO/ Head of Operations/ Center Manager/ Center Manager /Classroom Teachers and Assistant Teachers.

**SUMMARY**

This position supports the instructional efforts of the Lead Teacher. The Assistant Teacher helps prepare and implement daily activities and may work with children ages 6 weeks to 12 years.

**DUTIES AND RESPONSIBILITIES**

- Supports the learning center environment.
- Keeps accurate head counts throughout the day.
- Assists with appropriate daily activities for children.
- Maintains a safe, healthy, and nurturing environment.
- Supervises children to ensure safety at all times.
- Assists with feeding and allergy prevention.
- Follows procedures in medical or emergency situations.
- Helps arrange and organize the classroom daily.
- Keeps the learning environment clean and orderly.
- Attends staff meetings, trainings, and required programs.
- Mandated Reporter.
- Performs other duties as assigned by management.

**QUALIFICATIONS**

- Must complete required DHS trainings (AHT, SUIDS, Risk Reduction, Supervision for Safety, Child Development, OSHA, and all other required trainings).
- Adult & Pediatric CPR/First Aid required within 30 days of employment and kept current.
- Ability to use required apps for communication, scheduling, and documentation.
- Microsoft Office Suite knowledge is a plus.
- Must be at least 16; those under 18 must be directly supervised as required by Rule 3.
- Ability to communicate effectively in writing and verbally.
- Ability to follow safety procedures and specific instructions.
- Ability to support healthy child development and provide nurturing care.

## **COMPETENCIES**

- Diversity – Shows respect for cultural differences.
- Ethics – Works with integrity and upholds organizational values.
- Attendance/Punctuality – Consistently reliable and timely.
- Dependability – Follows instructions and completes tasks.
- Initiative – Seeks opportunities to assist and learn.
- Oral Communication – Speaks clearly and listens well.
- Professionalism – Treats others with respect and stays calm under pressure.
- Safety & Security – Follows safety procedures and reports concerns.
- Teamwork – Contributes positively to team efforts.
- Written Communication – Writes clearly and effectively.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Frequently required to stand, walk, and sit.
- Frequent hand and finger use.
- Occasional bending, kneeling, crawling, or climbing.
- Continuous talking or listening.
- Occasional exposure to wet or humid conditions.
- Exposure to outside weather conditions.
- Exposure to bloodborne or airborne pathogens.
- Must be able to lift or move up to 40 lbs.
- Work environment noise levels range from moderate to loud.

The above is intended to describe the general content and requirements of this job. It is not an exhaustive list of duties. Management may assign or reassign duties at any time.

## **ACKNOWLEDGEMENT**

I have read and understand the duties of this position and can perform them:

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Employee Name:

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Manager Name:

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Date signed

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Date signed

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Head of Operations Signature

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Date Signed: