

The Other Way Ministries

Job Description



Job Title: Associate Teacher – Infant/Toddler Classroom

Reports to: Little Lights Program Director

FLSA Status: Hourly / Non-exempt \$12.50-\$14.50

Date Revised: March 10, 2020

SUMMARY

This position is responsible for upholding and supporting the mission and values of the organization as well as:

1. Assist the lead teacher in the supervision, safety, and education of infants and toddlers
2. Building rapport with parents and caregivers
3. Adhering to all applicable childcare licensing and other applicable rules and regulations

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Associate Teacher assists and supports the Lead Teacher in the following:

- Actively supervise and engage with children
- Effectively communicate with parents
- Assist in preparing lesson plans based on approved curriculum
- Assist in preparing for Parent/Teacher Conferences
- Work well as a team with other caregivers
- Maintain professional attitude at all times
- Keep accurate records
- Attend mandatory training and meetings as needed
- Keep certifications current (e.g. CPR, First Aid)

Other duties as assigned to support the overall operation of the center.

SUPERVISORY RESPONSIBILITIES

- None

POSITION QUALIFICATIONS - To perform this job successfully, an individual must be able to perform these essential duties. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

- High School Diploma, or GED
- Valid Infant/Toddler Child Development Associate (CDA) Credential - **OR** - Willingness to attain a CDA within specified time period (required)
- Bi-lingual/Spanish (preferred)
- Prior experience working with vulnerable children and families (preferred)

Knowledge, Skills and Abilities

- Knowledge and experience as a support staff in an infant/toddler program
- Knowledge of safety regulations, practices and procedures
- Strong written and verbal communication skills
- Ability to meet deadlines
- Thorough understanding of Early Childhood Development
- Ability to effectively interact, work, and develop meaningful relationships with people of various cultural backgrounds
- Knowledge of computer web based programs

Working as a Team

- Willingness to work hard at relationships
- Value unity in Christ and partnership in the Gospel
- Listen well and speak honestly
- Respect others' opinions and differences
- Acknowledge mistakes and freely give and receive forgiveness
- Willingness to provide assistance and support in other classrooms

Additional Requirements

- Walking, standing, bending and lifting/carrying up to 50 lbs.