

Job Description:

Early Child Care Educator:

Now Hiring Assistant Director, Teacher Aide, and Registered Nurses!!!

Teachers Aide /Assistant Director- Pay Rate: \$9:00-\$10.50

Full time and part time position: must be a team player.

REQUIREMENT/JOB DESCRIPTION

One year of professional experience with infants, toddlers and preschool children in a Child Care Center.

- * Employees Application Must be filled out in the Child Care Center
- * Must be 18 years old of age
- * High School Diploma/GED required
- * CDA or working toward an CDA Certificate , Associate's or Bachelor's degree..
- * Clear Background Check required.
- * Must have CPR/First Aid Training
- * Communicable Disease Training/Child Abuse Training
- * Must possess or be willing to obtain all certifications, follow all the rules required by the state licensing.
- * Must be reliable, have good transportation, and dependability.
- * Communication Skills-Teacher aide must be able to talk with parent and colleagues about the progress of the children in their care.
- * Must love children, have a lot of patience and lots of energy working with children.
- * Attend all staff meetings and in-service training, conferences and programs
- * Must complete in-service training assist of 15 credit hours of continuing education in early child development .
- * Assist in daily housekeeping tasks..

RESPONSIBILITIES:

- *Treat all children, parents and staff workers with respect and dignity.
- *Assist teacher job is to supervise and manage classroom of infants, toddler or preschool ages and after care children.
- *Children should be supervised at all times, teachers need to bring all children to potty at the same time.
- *If teacher needs to leave their classroom, wait for the float person or bring your students with you.

- * Assist with Planning and daily program under the direction of the Director.
- * Follow a consistent schedule including: free time for children, art activities for small groups and large groups, music ,dancing, exercise and movement.

Small and large motor activities skill development

- * Participate with children in a small group, sometimes sitting on the floor to interact with children on their level.
- * Complete record keeping- time sheets, Infant report, children weekly progress report, children attendance, fire drills, lock down drills, tornado drill, incident reports, medication, parent drop-off and pick-ups, and other regulated activities.
- * Cooperate in a supportive role in preparing the learning environment, must know how to prepare weekly curriculum for children. Teachers to need complete a daily process report every Friday and Assessment on each child.
- *form a caring and nurturing environment or relationship with children, and partnership with parents to involve them to work with their child to help them grow.