

Classroom Assistant

The Childcare Assistant helps build a warm, welcoming classroom where children feel safe, supported and eager to learn. This caring team member assists with daily activities, encourages developmental play and helps maintain a positive, nurturing environment that meets all licensing and center standards.

QUALIFICATIONS

The person selected for this position must be at least a high school graduate and meet the requirements of ODJFS or the state licensing agency.

REPORTING RELATIONSHIP

The proper reporting protocol is Head Teacher > Coordinator > Administrator > COO. CDC's corporate office maintains an open-door policy at all times.

ESSENTIAL DUTIES:

- Must possess a warm, friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill his/her responsibilities in accordance with the center's policies.
- Must perform the duty of changing diapers according to licensing standards.
- Responsible for children with special diets and medication.
- Responsible for assisting in distributing cots at naptime and putting them away after.
- Must model appropriate behavior and skills such as cutting, finger plays, physical activities, etc.
- Must maintain visual and auditory supervision of children at all times to ensure their safety in the classroom, on the playground, on field trips, etc. and to maintain state regulations.
- Must be able to lift, carry, and hold children:
Infant and Toddler Teachers: up to 36 pounds
Two-year-old teachers: up to 50 pounds
Preschool teachers: up to 70 pounds
- Stoop, crawl, kneel and bend in order to speak to children at the child's level, to play with children, and to pick up toys and equipment from the floor.
- Must assist in planning and implementing the daily program under the direction of the administrator/head teacher.
- Must assist in planning and implementing the learning environment, help with project work, document children's work, set up learning centers and prepare needed materials and supplies.
- Must assist with field trips as needed. May be required to drive if over 25 years of age, approved by insurance company and has proper training.
- Must know and maintain state-required child/staff ratios and small group sizes.
- Must adhere to all policies and procedures required by CDC at all times.
- Other duties as assigned.

Thank you for your interest in working with
Children's Discovery Center!