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| Position: | Assistant Teacher-Foundations Community Childcare |
| Reports to: | Executive Director, Assistant Director, Lead Teacher |
| Status: | Part-time, Hourly |
| Position Summary: | The Assistant Teacher is responsible for assisting in planning, developing, and implementing all daily activities for the children under their supervision during assigned hours at the non-profit Corporation of Foundations Community Childcare, Inc, (herein called the Corporation) and of the Foundations Community Childcare Center (herein called the Center). The Assistant Teacher is responsible for guiding the social, emotional, and cognitive development of the children and must ensure the safety and well-being of all children at the Center is a top priority. |
| Essential Functions | <p>Assists the Lead Teacher in planning, developing, and implementing weekly lessons to fit the needs, interests, and developmental levels of all children in the classroom in accordance with the Ohio Early Learning Standards.</p> <p>Ensures the safety of each child enrolled in the class whether in the classroom, common areas, or outdoor play spaces.</p> <p>Interacts with each child on a daily basis through circle time, centers, snacks, lunchtime, playground, free play, etc.</p> <p>Works cooperatively with the Executive Director, Assistant Director, Lead Teachers, and Assistant Teachers, and all other staff members and partners.</p> <p>Documents attendance, transitions, disciplinary actions, and incidents for each child in the classroom.</p> <p>Assists in maintaining an assessment portfolio for each child birth-Age 5.</p> <p>Holds responsibility for all aspects of the appearance and management of the classroom, shared common areas, and outdoor areas.</p> <p>Maintains the quality of supplies, materials, and equipment in the classroom, shared spaces, and outdoor areas.</p> <p>Reports on broken and unsafe equipment.</p> <p>Properly cleans and sanitizes materials on a regular basis in accordance with the ODJFS cleaning and sanitization schedules.</p> <p>Effectively communicates verbal, written, and digital reports to families.</p> <p>Nurtures positive relationships with families through weekly newsletters and continual communication.</p> <p>Assists in conducting parent-teacher conferences at least once per year and on an as needed basis.</p> <p>Possesses working knowledge of child abuse and neglect laws and follows proper reporting procedures.</p> |



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| | <p>Handles discipline promptly and in accordance with the stated discipline policy.</p> <p>Documents and reports to the Director any special needs or problems concerning children, parents, and other staff members.</p> <p>Monitors and assists in maintaining the cleanliness of the center.</p> <p>Always maintains required adult/child ratios.</p> <p>Fills in other classrooms when needed.</p> <p>Attends parent events and family programs.</p> <p>Attends scheduled staff meetings, staff activities, and ongoing training.</p> <p>Attends in-service training events as required by Ohio Department of Job and Family Services (ODJFS) to maintain qualifications for Step Up to Quality Ratings.</p> <p>Conducts all required screenings and assessments of children within the required timeframe.</p> <p>Communicates suggestions to improve the childcare program and facilities.</p> <p>Protects confidential information regarding program participants, families, and staff members.</p> |
| <p>Knowledge, Skills, Abilities, and Qualifications:</p> | <p>High school diploma or equivalent at minimum</p> <p>Experience and knowledge of early learning programs and developmentally appropriate practices.</p> <p>Possess strong organizational skills, leadership capabilities, and working knowledge of technology.</p> <p>Effective communication and interpersonal skills to foster trust with children, families, and staff members.</p> <p>Ability to complete and pass a background check, maintain necessary immunizations, complete specific trainings required by ODJFS and the state of Ohio.</p> |
| <p>Physical Requirements:</p> | <p>Must be able to see, speak, and occasionally lift children and boxes of varying weights up to 50 lbs.</p> |
| <p>Working Conditions:</p> | <p>Minimal hazards. Noise level is usually low to high.</p> |



Last Modified: March 15, 2024

Prepared By: Executive Director

Employee Acknowledgement:

I have read and understand the Position Description for the position I will hold at Foundations Community Childcare Center (FCC). A copy of the Position Description has been given to me for my records. I acknowledge, understand, and agree that:

1. It is to inform and assist me in the performance of my duties at FCC.
2. It does not constitute an employment contract with FCC.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of FCC.

I understand and agree that my employment with Foundations Community Childcare Center is "at will" and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ Date: _____

Original: Employee Personnel File

Copy: To Employee

Copy: Job Description File