



JOB TITLE: ASSOCIATE TEACHER – CENTER BASED PROGRAM

REPORTS TO: PROGRAM DIRECTOR

LOCATION: PORTSMOUTH, School Age EXETER, NEWMARKET - NH

#### **ABOUT GREAT BAY KIDS COMPANY:**

Great Bay Kids Company sets the standard for childcare through its amazing, dedicated, professional staff and administrators. GBKC is a non-profit organization dedicated to providing quality early childhood education and school age enrichment programs for children. The staff at GBKC leaves parents with a sense of ease when dropping off and picking up their children each day.

#### **REQUIREMENTS:**

- Must have a high school diploma or equivalency.
- Candidate must meet 1 of the following options – a) A minimum of 9 credits in early childhood education from a regionally accredited college or university, including at least 3 credits in child growth and development or b) a minimum of 1500 hours of supervised child care experience in a licensed child care program or public or private elementary school, with written recommendation from the center director or school administrator, documentation of at least 3 early childhood education credits awarded by a regionally accredited college or university and the following: i) a written plan for completing at least 6 additional early childhood education credits from a regionally accredited college or university and: ii) within 12 months of the date of hire of an Associate Teacher, documentation of qualification as specified in a) above available for review by the department. d) documentation form on file with the department that she or he has qualified for the -position of associate teacher on or before the adoption of these rules.
- Valid driver's license if transporting children to special events in agency vehicles.
- Must have excellent communication skills, be flexible, energetic, be a team player and be willing to work well with children.

#### **RESPONSIBILITIES:**

- Interact with children, parents, families and co-workers in a positive, professional way.
- Assist and support Lead Teachers in planning and implementing developmentally appropriate activities and experiences which reinforce and incorporate the goals of the Creative Curriculum.



- Consistently adheres to the agency's discipline philosophy and practices positive guidance.
- Observes and monitors children's growth and development on an ongoing basis in order to update families as needed and required (child evaluations and bi-annual family conferences).
- Guides and directs child care assistants and volunteers who assist with the implementation of daily programming.
- Ensures that every child is supervised at all times and that play areas, equipment and toys are safe and sanitary.
- Responsible for the care and upkeep of program equipment as well as overall site appearance.
- Consistently follows the New Hampshire Child Care Program Licensing Rules as well as agency guidelines which include the Employee Handbook and Operations Manual.
- Participates in agency sponsored functions such as: staff meetings, in-service training, open house events and child art show.

This job description is not intended to be all-inclusive. The position may also perform other related business duties as assigned.

The Agency reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

For immediate consideration email your resume to: [a.levin@greatbaykids.org](mailto:a.levin@greatbaykids.org)

