



JOB TITLE: ASSOCIATE TEACHER – SCHOOL AGE PROGRAM

REPORTS TO: SITE DIRECTOR

LOCATION: MAIN STREET ACTION CLUB PROGRAM ~ EXETER, 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 and be at least 18 years old.
- 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: c) A minimum of 1000 hours of supervised child care experience in a licensed program and documentation of a 2 year vocational child care course 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.
- 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 director may also perform other related business duties as assigned.

Physical: Physical exam/at time of employment and 3 year intervals there-after. Occasional lifting/carrying of up to 30 pounds.

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.

