



PROGRESSIVE UNION *Missionary* BAPTIST CHURCH

"A Church in the Word, Making a Difference in the World"

Progressive Union Missionary Baptist Church

JOB DESCRIPTION

Position: Child Care Assistant Teacher

Summary: Under supervision, assist the Child Care Teacher in providing developmental care and supervision to children enrolled in the Child Development Program; and perform related work as required. The Child Care Assistant Teacher implements age appropriate developmental programs for children under the guidance of the Child care Teacher; provides nurturing and care to children; uses methods to ensure the health and safety of children under care.

Key Duties and Responsibilities

The duties and responsibilities of the Child Care Assistant Teacher will be as follows:

1. Performs activities and routines as directed by Child Care Teacher.
2. Assists with care giving to children such as feeding, changing diaper, and naps.
3. Participates in the planning and implementation of curriculum.
4. Records observations and communicates developmental information to teachers and parents.
5. Maintains clean and safe classroom environment.
6. Assist with supervision of student assistants.
7. Monitors children for signs of child abuse and reports incidents of suspected abuse to appropriate authorities.
8. May serve as a contact with parents, communicating information between teachers and parents.
9. Provide routine information as needed.
10. May have to help out in other classes as needed.
11. Maintains current knowledge and required training in the field of Early Childhood Development.
12. Must have Time Management Skills.
13. Perform other duties as assigned by the CDC Manager.

Requirements and Qualifications

1. Ability to present classroom materials, teach, and work with preschool children.
2. Maintain cooperative working relationships.
3. Demonstrate sensitivity to and respect our Christian diverse population.
4. Possess knowledge of Early Childhood Developmental and appropriate practices; specific subject matter in area to which assigned; materials, tools, and equipment to be used in the classroom or laboratory setting; skills in establishing and maintaining effective communications with adults and children.
5. Possess a High School or G.E.D with at least 6 hours of training, First Aide/CPR certification and at least 1-year experience working with children.
6. Must be able to perform physical activities such as but not limited to, lifting children or heavy items up to 50lbs. unassisted, bending, standing, climbing and walking.
7. Must be able to work safely in an environment containing biological conditions which may be unhealthful or hazardous (such as bodily fluids and waste, germs, childhood diseases).



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8. Must pass fingerprint clearance test for all appropriate agencies (such as FBI, ABI and child Abuse Neglect Services).