



# Job Description

<b>Job Code:</b>	Assigned by HRIS	<b>Department:</b>	Field Operations
<b>Job Title:</b>	Assistant Teacher/Floater	<b>Reports to (Title)</b>	School Director
<b>FLSA Status:</b>	Hourly/Non-Exempt	<b>Effective Date:</b>	October 1, 2018

## **Job Summary:**

*The Assistant Teacher/Floater (hereinafter "Assistant Teacher") is responsible for assisting the Lead Teacher and/or Teacher in curriculum implementation, classroom management, and achieving Learning Care Group's safety vision of "No One Gets Hurt." The Assistant Teacher supervises classes during nap and break times and works with various age groups in various classrooms. The Assistant Teacher promotes the social, physical, and intellectual growth of the children under his/her care and works with the school's staff to create an environment of learning and keeps parents informed of the progress of their child.*

## **Job Duties, Tasks and Responsibilities:**

1. Assists the Lead Teacher and/or Teacher with the implementation of the Company-provided curriculum, which includes communicating and interpreting, both verbally and in writing, instruction in ten learning domains, by preparing written, age-appropriate lesson plans on a weekly basis.
2. Assists the Lead Teacher and/or Teacher with the development of each weekly, age-appropriate lesson plans to the different learning levels of each child by visually observing the development of each child; listening to the verbal feedback from each child during classroom activities; and critically measure how to formally and informally assess for learning.
3. Interacts with children and models socially-appropriate behavior on the playground and in the classroom by developing and participating in physical activities that require frequent standing, kneeling, bending, stooping, and lifting to engage each child.
4. Assists the Lead Teacher and/or Teacher in conducting regular a) classroom observations and b) formal and informal assessments that reflect the age-appropriate interests of children in the Lead Teacher's classroom.
5. Establishes and maintains a safe and healthy learning environment by a) adhering to all Company procedures related to injuries and accidents and b) verbally communicating to students, staff, and/or the Director regarding potential hazards or injuries; c) visually performing safety checklists as assigned; and d) visually ensuring Face-to-Name is completed and utilized.
6. Communicates, both verbally or in writing, suspected child abuse or neglect to local child protective agencies or child abuse hotlines as required by law.

7. Employs the regular use of digital technology in the classroom, including the effective use of BrightWheel and Face-to-Name, which requires the ability to visually identify students.
8. In conjunction with the Lead Teacher and/or Teacher, provides daily, written and oral feedback to parents regarding the social and intellectual development of their child and conducts face-to-face conferences with parents twice yearly.
9. Attends, in-person, all staff training sessions and meetings at the direction of the school director
10. Treats each child with respect and dignity by recognizing and considering the unique background of each child, including children with disabilities, special talents and interest, style and pace of learning.
11. Creates and maintains an intellectually stimulating and age-appropriate classroom environment through creative means, including the display of student artwork and crafts and other documentation of learning; arranging bulletin boards; and employing digital technology.
12. Assists the Lead Teacher and/or Teacher in entering assessment data twice monthly by typing or writing the data into the school database.
13. Regularly opens and closes the assigned classroom in the morning and evening and conducts daily attendance visually and in writing.
14. Cleans the classroom by sweeping, mopping, and disposing of trash.
15. Assists the Lead Teacher and/or Teacher in QRIS or accreditation goals and performs the associated classroom requirements to meet those goals, if applicable.

#### **Essential Functions of the Assistant Teacher:**

The job duties, tasks and responsibilities numbered **1 through 10** are designated essential functions for the Assistant Teacher position. The other listed job duties and responsibilities are also expected of the Assistant Teacher.<sup>1</sup>

#### **Supervisory Responsibilities:**

No direct reports.

#### **Minimum Job Qualifications:**

- Must meet state licensing requirements for education.
- Must meet all standards and requirements relating to education and experience as set by the state and accreditation agent.
- Must possess a high school diploma or its equivalent
- **Preferred:** previous experience in a licensed childcare center; a CDA and CPR and First Aid certification.

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<sup>1</sup> The listed job duties, tasks and responsibilities do not represent an exhaustive list. To successfully perform this job, an applicant and/or employee must be able to perform each of the listed essential functions, with or without reasonable accommodation.

- Must be able to communicate, both verbally and in writing, in the English language.

### **Physical Requirements:**

*The physical demands and attributes checked below are representative of those that must be met by an employee to successfully perform the essential functions of the Assistant Teacher.*

X	Lifting and carrying (maximum 50 lbs.)	X	Stooping, Bending
X	Kneeling, Squatting	X	Walking/Running
X	Standing 95% of day	X	Sitting
X	Climbing, Balancing (Ladder)	X	Close Vision (20" or less)
X	Pushing / Pulling	X	Distance Vision (20' or more)
X	Hearing	X	Speaking
X	Reaching	X	Reading, Writing

### **Work Environment:**

Throughout the course and conduct of working as an Assistant Teacher, the following conditions may apply:

- May occasionally: work in temperatures above 100 degrees Fahrenheit and below 32 degrees Fahrenheit; walk on slippery or uneven surfaces; and climb ladders or work off elevated structures on an occasional basis during the work week.
- The noise level of the work environment is frequently loud. May be moderate exposure to hazards and/or childhood illnesses.

### **Organizational Structure/Career Progression:**

