

Mariposa FLC's Job Description **Assistant Teacher**

Qualification Standards

Education:

- *Required* –High School Diploma/GED
- *Preferred* - Working towards a Child Development Associate (CDA) or higher degree in child development, early childhood or a related field

Other: Certified in Pediatric CPR/First Aid

Required Knowledge, Skills, Abilities and Experience

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of developmentally appropriate practices in early childhood
- Ability to develop rapport with children, parents, and co-workers
- Ability to assist with developing a high-quality, age appropriate curriculum to successfully engage children and foster physical, emotional, cognitive and social development
- Effective interpersonal skills
- Ability to communicate in a concise and effective manner
- Ability to understand and follow instructions precisely
- Ability to exercise tact, discretion and confidentiality

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other related duties may be assigned.

Reports to the Director and is responsible for the general supervision and management of a class of children; planning and executing the educational program in accordance with the vision, mission, and philosophy of the school. Mariposa FLC teachers work collaboratively as a team to maintain the rhythms, activities, cleanliness, lesson plans, growth and development of the children, and communication with parents.

- Treat all children, families, and staff with respect and loving kindness
- Supervise all children by sight and sound at all times
- Provide a safe environment for children to play and learn
- Prepare and submit monthly developmental plans
- Evaluate children on an ongoing basis and contribute to anecdotal records
- Execute responsibilities for maintaining supplies, materials, snacks, and classroom equipment.
- Attend staff meetings
- Hold self and team accountable for daily duties and following policies and procedures
- Attend school sponsored events

- Obtain a minimum of 30 clock hours of ongoing early childhood training by the end of each school year (May)
- Follow the NAEYC criteria and update classroom portfolios as needed
- Abide by the NAEYC Code of Ethics, Mariposa FLC's Employee Policy and Procedures, and the Texas Department of Protective and Regulatory Services Minimum Standard

Physical Requirements

- Lift up to 30 lbs. on a daily basis, multiple times
- Repetitive bending, stretching, and stooping
- Have mobility required to ensure the safety of the children
- Work with children on the floor
- Work outdoors in any variety of weather
- Fully capable to have visual or hearing capabilities consistent with Child Care Licensing safety requirements
- Perform light duty cleaning
- Light typing and word processing

Benefits

Employees are eligible to receive the following benefits. Detailed parameters are listed in the school's personnel policies and procedures handbook.