

Assistant Teacher

CLASSIFICATION Full-time or Part-time, Nonexempt

POSITION DESCRIPTION

The primary responsibility of Teaching Staff is to be an active participant in planning and implementation of programs and activities for children in a manner that contributes to the mission of Third Child, Inc. and overall growth and development of children and families affected by challenging behavior. This is achieved through direct involvement with children, as well as nurturing a mutually supportive relationship between the learning academy staff, families, and the community. These things must be done in compliance with internal policies, the regulations of the Department of Human Services (DHS) and the Office of Child Development and Early Learning (OCDEL), and other community and government organizations as required.

DESCRIPTION OF DUTIES

1. Involvement with Children:

1. Directs and participates in planned and spontaneous activities with small and large groups of children.
2. Plans in writing and implements activities and lessons for a variety of areas of development as outlined in the Pennsylvania Early Learning Standards.
3. Provides classroom management and discipline which is positive, consistent, and based upon clearly defined expectations which are appropriate for chronological and developmental age.
4. Attends to physical and hygienic needs of the children while encouraging development of independence.
5. Works with children requiring additional supports for their growth and development, and partners with other learning academy resource and community partners as needed to provide an ideal learning environment.
6. Completes daily documentation on each child related to daily activities, behavior, developing skills, etc.
7. Monitors distribution of meals and snacks as stated by the Child and Adult Care Food Program (CACFP) for both food service and documentation.

2. Interaction with Staff

1. Establishes effective staff relationships based on mutual respect.
2. Partners with other teaching staff in assessing the program goals and implementing the resulting recommendations.
3. Maintains regular communication with the other teacher in their assigned room and administration.
4. Demonstrates cooperation and flexibility that ensures the learning academy is adequately staffed at all times.
5. Maintains regular communication with childcare co-workers and other organizational departments via both in-person and electronic communication.

3. Maintaining Learning Academy Environment

1. Takes necessary precautions to insure a safe, healthy environment in compliance with internal policies, as well as local, state, and federal requirements.
 2. Responsible for general housekeeping and maintenance of child care, staff, and storage areas.
 3. Contributes to organizing spaces into functional areas recognized by children.
4. *Interaction with Parents and Community*
1. Establishes and maintains good relationships with community contacts such as volunteers, helpers, Early Intervention, etc.
 2. Maintains a culture of regular communication with families via in-person and electronic communication.
 3. Attends and supports special events and parties both during the day and occasional evenings.
5. *Professional Expectations*
1. Attends mandatory staff meetings, workshops, and trainings to maintain compliance with STARS, DHS, and partner organization requirements.
 2. Maintains high standards of professional ethics and confidentiality regarding children, staff, and families.
 3. Reports to work each scheduled workday at the scheduled start time and complies with established standards for attendance and punctuality as outlined in the employee handbook.
 4. Maintains good health habits and complies with dress code as specified in the employee handbook.
 5. Keeps training records current and any other required documentation renewals.
 6. Provides and receives information from staff, families, and partner organizations, including documentation of the children's daily activities, development, and other notes related to their behavior and developing skills.
 7. Performs other duties as assigned by administration. (May be assigned to multiple classrooms and other departments as needed.)

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

TRAVEL, WORK ENVIRONMENT & PHYSICAL DEMANDS

1. Occasional local travel required for paid trainings outside of the facility.
2. Outdoor supervision of children in temperatures as cold as 25 degrees Fahrenheit or as warm as 90 degrees Fahrenheit based on forecast temperature/wind chill/heat index and air quality.
3. Must be able to actively supervise and interact with the children. This includes but is not limited to sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination. Additionally, the position requires near vision in reading correspondence and other data on tablet computers, and acute hearing is required when providing telephone service and communicating in person.
4. Must be able to lift up to 35 lbs. multiple times throughout the day.

MINIMUM QUALIFICATIONS

1. Must be at least 18 years old.
2. High School Diploma or General Education Development Certificate plus minimum of two years' experience working with children.
3. Demonstrated strong oral and written communication skills.

PREFERRED QUALIFICATIONS

1. Bachelor's Degree, Associate Degree, or CDA (Experience may or may not be required, depending on field of study).

REQUIRED INFORMATION/DOCUMENTATION

1. Applicants must include two letters of reference with their job application.
2. Prior to contact with children, all new employees must provide documentation of:
 1. Federal Criminal History Record Information (FBI Fingerprinting)
 2. PA Department of Human Services Child Abuse History Clearance
 3. PA State Police Request for Criminal Records Check (ePATCH)
 4. National Sex Offender Registry (NOSR) Clearance
 5. Physical Examination and Mantoux Tuberculin (TB) Test
3. By 30 days of employment, all new employees must provide:
 1. Health and Safety Basics Training
 2. Pediatric First Aid and CPR
 3. Fire Safety Training
 4. Other Trainings as required by DHS and partner organizations (current list available upon request).

Tender Hearts Learning Academy LLC will reimburse all background checks and trainings once 90 days of employment have passed upon request according to Employee Handbook policies. Tender Hearts Learning Academy LLC is an equal opportunity employer and provider.