

Child Development Center Assistant Teacher

Full-Time

Reports to: Child Development Center Director

Hourly

Essential Job Functions

- Follows age and developmentally appropriate and best practice methods at all times
- Establishes professional rapport with director, co-workers, and families provide quality care and education
- Be client focused as per HomeFront's standards
- Deliver Trauma Informed Care approach
- Be warm and nurturing with children.
- Be customer service orientated and professional.
- Appropriately supervises each child to ensure safety in classroom, playground, in common areas and at events
- Maintains observation and evaluation of children's development and progress as directed by administration
- Maintains portfolio for each child
- Assists with completing daily sheets pertaining to eating, sleeping, diapering and activities for each child and update parents daily
- Assist in completing weekly lesson plans, goals, assessments
- Assist children with activities of daily life (e.g., diapering/restroom use, feeding, dressing).
- Communicate with the Lead Teacher regarding all aspects of the children's care as well as classroom management.
- Maintains a professional self-image and project the values of the organization at all time.
- Provides a developmentally appropriate, orderly, and clean classroom environment that reflects children's learning and growth incorporating pleasant appearance and décor
- Plans and implements age and developmentally appropriate practices to address physical, emotional, social and cognitive needs of children
- Treat each child with dignity and respect for his/her cultural background.
- Encourages children's development of self-confidence, problem solving, and responsibility for their actions.
- Interacts with each child on a daily basis through circle time, centers, snacks, lunchtime, playground, free play, etc.

Job Competencies

- Excellent verbal and written communication
- Nurturing and Caring approach to children
- Interpersonal Skills
- Conflict Resolution
- Intuitiveness
- Ethical Conduct
- Team Player
- Patience and persevere

- Strong Work Ethic
- Time Management and Flexibility

Technical Skills

- Knowledge of Grow New Jersey Kids Standard
- Proficient in Microsoft Office Suite

Requirements

- Infant/Toddler CDA; Associates or Bachelor's degree in Early Childhood Education
- 2 years' experience in Child Care; preferably with infants and toddlers.
- Infant/Child CPR and First Aid certification
- Valid Driver's License

Physical Demands and Work Environment

- Ability to lift up to 40 lbs
- Ability to kneel, stoop, bend, stand and sit for long periods of time
- Close vision, distance vision, depth perception and ability to adjust focus
- Exposed to weather conditions prevalent at the time

Travel

Local travel may be required

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or changed as needed.

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