

## **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**

Minimum Requirements:

- Current Infant and Toddler or Preschool CDA or near completion and willing to complete within the first year of employment or more than half way and working on completing an Associate or Bachelor in Early Childhood Education or P-3.
- A minimum of 2 years' experience working with young children in a quality licensed group setting.
- Infant/Child/Adult CPR and First Aid Certification
- Meet all standards for hire in background checks as required by New Jersey State Licensing and HomeFront, Inc.

### **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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