

Beginnings Preschool and Child Care Assistant Teacher Job Description

Title: Assistant Teacher; part time

Reports to: Lead Teacher/Assistant Director/Director of Beginnings

Supervises:

FLSA: Non-Exempt

Position Summary:

Responsible for helping develop and implement ongoing developmentally appropriate activities that promote the cognitive, spiritual, physical, language, social and emotional development of each child enrolled in class in collaboration with the lead and/or co-teachers.

Qualifications:

- At least 18 years of age.
- Have reliable transportation.
- Minimum of high school diploma or GED, CDA credential preferred, but not required.
- Ability to relate positively to young children, families, and staff.
- Willingness to learn about developmentally appropriate practices, Paths to Quality standards, the ASQ assessment and Conscious Discipline.
- Demonstrate success in working as a member of a team including effective and strong communication skills (oral and written).
- Be able to walk, squat/kneel, lift, sit on floor, see, hear, and speak with children to ensure children's health and safety; demonstrate supervision skills of children. Be able to lift up to 50 lbs. Lifting of small children may be repetitive.
- Physical, TB Test, Criminal History Check, CPR/First Aid certification, Drug Screen, Child Abuse and Neglect Prevention Training, Indiana Foundations Training and other trainings as required by licensing completed before starting.

Essential Functions:

- Arrive at scheduled time and be prepared for the day.
- Check daily attendance and be aware of child count and ratios.
- Participate in school calendar events – staff meetings, trainings, family events, etc.
- Maintain a positive, well organized, loving, and safe environment for all children and families.
- Establish a positive relationship with each child and each child's family and communicate daily activities and other pertinent information.
- Support lead and co-teachers – be aware of lesson plans and help implement daily activities; observe children and communicate effectively with team.
- Assist lead and co-teachers in maintaining records on each child's progress and development.

- Follow all Paths to Quality, Registered Ministry, and CCDF rules and regulations.
- Keep abreast of current knowledge and practices in the field of Early Childhood and complete a minimum of 20 hours of early childhood training each year.
- Understand and execute emergency procedures and protocol when needed.
- Clean and sterilize equipment and toys daily; ensure room is clean at the end of the day (follow cleaning schedule); organize toys so room is ready for the next day.
- Report any family requests, complaints, or suggestions to the Director or Assistant Director.
- Maintain all required certifications – CPR/FA, Fingerprinting, hours for certificate or license, etc.
- Other duties and responsibilities as required or assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

**First Baptist Church of Indianapolis
Beginnings Preschool and Child Care**

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Equal Opportunity Employer and Provider

Employee Signature

Date