

A Place To Grow New Hope Child Care Center Job Description

Job Title: Associate Teacher

Supervisor's Title: Assistant Director

Primary Purpose: Under the guidance of the Teacher, provide a safe, nurturing environment for children that fulfills the standards of care recognized by A Place To Grow, the National Association for the Educators of Young Children (NAEYC) and the North Carolina Division of Child Development. Plan and implement a developmentally and age appropriate curriculum which takes in consideration the needs of the individual child and encourages the child's spiritual, social, cognitive, physical and emotional development. Maintain positive, professional relationships with parents, children, co-workers and the church community. Assist the Teacher will all functions and responsibilities listed below.

General Work Habits

- Ensure continuity of care by reporting to work on time and maintaining consistent attendance and following appropriate procedures for requesting time off.
- Support A Place To Grow's policies and philosophy to parents, co-workers and the community.
- Demonstrate flexibility with work schedules and assignments.
- Attend mandatory meetings, center events and training sessions.
- Demonstrate flexibility and openness to new ideas in child care practices.
- Model Christ-like behavior

Professionalism

- Maintain confidentiality about issues concerning faculty members, children and families or A Place To Grow management, Board of Directors or center operations. Never involve parents in center concerns.
- Continue professional growth by attending courses, workshops, asking for feedback and reading professional literature.
- Demonstrate knowledge of ages and stages of development. Understand the general areas of development for this age group.
- Receive constructive criticism with an attitude that indicates a willingness to improve. Give feedback in a respectful manner.
- Conduct yourself in a manner that is not detrimental to the children or the reputation of A Place To Grow.
- Greet all visitors warmly; helping them to feel welcome and valued.

Interactions with Children

- Interact frequently, affectionately and respectfully by smiling, touch and holding children. Speak in a friendly, calm, soft, courteous manner.
- Speak directly with the child at the child's level.
- Show respect for individual differences; including developmental level, learning styles, cultural differences and individual preferences. Avoid stereotyping and labeling.
- Practice positive guidance techniques as outlined in A Place To Grow's Discipline Policy.
- Be attentive, flexible and supportive of children and their families.

- Engage and communicate with individual children during activities and routines. Use these teachable moments to extend the child's thought and understanding.
- Respect and observe the children's interests. Enhance the children's play and intervene when needed to maintain safety.
- Be available and responsive to the children's needs, interests, questions and requests.
- Model positive social skills and encourage such behavior in the children.
- Always act responsibly and attentively to avoid any injury or endangerment to the children.

Interactions with Parents

- Greet parents at drop off and pick up with a courteous, friendly and professional demeanor.
- Respond to parents' comments, needs and concerns with respect, sensitivity, interest and cooperation.
- Maintain a primary care giving relationship with families.
- Practice open and honest communication with parents; with the Teacher's guidance, keep them informed of activities, developmental goals and issues regarding their child. Communicate verbally and in writing with parents.
- Assist in the preparation for parent teacher conferences with every family.
- Maintain confidentiality at all times; do not discuss a specific child or family in front of the children or other parents.

Interactions with Colleagues

- Maintain an attitude of cooperation and respect with everyone in the center.
- Assume a fair share of the workload. Look for ways to help others.
- Demonstrate a willingness to participate in collaboration; share ideas and materials with others.
- Be a considerate "borrower" and return items promptly and in at least the same condition as it was received.
- Practice open, honest, respectful communication to resolve conflicts.
- Go directly to the source with issues, avoid gossip.
- Show respect for individual differences; including learning styles, cultural differences, point of views and individual preferences. Avoid stereotyping and labeling.
- Provide assistance, orientation and guidance to everyone, but especially new employees or substitutes.
- Be supportive of each other, assume additional center and classroom responsibilities as needed
- Show initiative and independence in assuming responsibility.
- Communicate effectively with everyone in the center; share concerns, challenges and successes with center administrators.

Physical Demands

- Follow state, federal and A Place To Grow guidelines including immunizations, employment physical and required safety and health training.
- Refrain from sleeping on the job or being under the influence of any legal or illegal substance that may impair judgment, alertness, responsiveness or your ability to do your job.
- Ensure children's safety while performing the following job functions
 Frequently lift, move or hold children with a range of weight from 10 to 50 pounds.
 (may on occasion perform these tasks for a child weighing more than 50 pounds)

Daily supervise and interact with a group of children outdoors for an extended period of time in various weather conditions.

Demonstrate a full range of motion to lift, reach, squat, climb, sit or otherwise fully participate in activities.

Respond immediately and appropriately to multiple or unexpected situations or emergencies.

Maintain physical and mental alertness and an appropriate level of energy to perform essential job requirements

Physical Environment, Health, Safety and Nutrition

- Maintain and follow all center safety and health rules, guidelines and procedures.
- Follow all tracking and attendance procedures so you know the number of children in your group at all times.
- Maintain child staff ratios.
- Complete appropriate paperwork; attendance, incident reports, medication authorization forms, allergy updates, etc.
- Ensure accuracy in attendance records.
- Model and encourage children to follow all health, safety and nutritional practices.
- Keep the environment and equipment safe, clean and attractive. Encourage respect for classroom materials. Notify center admin in advance when supplies are needed.
- Arrange space in well-organized, clearly defined areas.
- Assist in designing an environment that responds to children's individual developmental, physical and emotional needs.
- Immediately report any safety/health related concerns to a center administrator.

Curriculum

- Implement a developmentally appropriate curriculum that reflects observation, assessments and interests of individual children.
- Assist in providing developmentally appropriate, Christian instruction through daily Bible lessons, verses and activities, prayer times and weekly Chapel programs.
- Organize a variety of appropriate materials that meet all the developmental domains, so they are accessible to children.
- Promote problem-solving, self-help and independence: as these qualities build self-esteem in the children.
- Promote social literacy by acknowledging feelings with sensitivity and help children identify and understand their emotions.
- Encourage creativity.
- Share ideas in planning a daily schedule that provides a balance of activities: child/teacher directed, active/quiet, indoor/outdoor etc.
- Allow many opportunities for children to make choices; offer guidance to provide well-rounded experiences for the children.
- Assist in the documentation of children's accomplishments through anecdotal notes, documentation panels and/or portfolios.
- Maintain flexibility in scheduling to allow for children's needs and interests.
- Plan ahead and be prepared to implement planned activities on a daily basis.
- Be sensitive to transitions times; daily schedules, changes in the classroom routines, new families

Requirements

- **Must be at least 18 years of age and have a high school diploma or GED. May be at least 17 and if still in high school a high school diploma is not required)**
- **Meet federal, individual state and A Place To Grow requirements (i.e., TB test, physical, criminal background checks, ability to provide Christian instruction and model Christ-like behavior etc.)**
- **Be willing to obtain CPR and First Aid certification within the first 3 months of employment.**
- **Preferred educational requirements: (Some positions will have specific educational and work related experience requirements that are necessary to maintain North Carolina Division of Child Development Educational Requirements.)**

Child Care Certificate or Credentials

- **Verify the following experience requirements**
A minimum of one-year experience working with young children. teaching experience may be substituted for educational requirements, provided a professional development plan is in place.
- **Demonstrate knowledge of developmentally appropriate practice and positive interactions with children through an in-classroom interaction.**

EXCELLENCE is not the goal: it is the STANDARD