

**GREATER ELIZABETHTOWN AREA RECREATION &
COMMUNITY SERVICES**

JOB DESCRIPTION

Kids Center Assistant Teacher

JOB TITLE: Kids Center Assistant Teacher

Non-Exempt Position Starting rate: \$11.25-\$12.25 per hour

ACCOUNTABILITY: Kids Center Director and Kids Center Assistant Director

JOB SUMMARY: Assists the Lead Classroom Teacher with daily activities of the classroom. Assistant teacher will assist in the academic and social-emotional activities with the children. Assisting the Lead teacher with the supervision and management of the children is expected as well as monitoring the health and safety of the children. Assistant teachers will communicate effectively with teaching staff and parents as it relates to the children in the classroom. Provide a warm, nurturing, safe and loving environment, where self concepts are enhanced, independence encouraged, and individuality respected.

GENERAL DUTIES AND RESPONSIBILITIES:

- Responsibilities will include, but will not be limited to, the following:
 - Assist with implementing the daily lesson plans and developmentally appropriate practices of the age group in the classroom while promoting academic, social-emotional and physical development of the children.
 - Assist in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
 - Maintain Child/Teacher ratios appropriately.
 - Become familiar with and follow the Pennsylvania Early Learning Standards, DHS regulations, and Keystone STARS standards within the classroom.
 - Supervise the classroom when the Lead Teacher is out of the room.
 - Assist in the supervision and safety of children, while children are in outdoor spaces and playground areas.
 - Supervise all activities to ensure safety at all times.
 - Help with general Housekeeping tasks, such as cleaning floors, tables, shelves, bathrooms, walls, furniture and emptying trash receptacles. Assist in daily routine sanitizing of areas in the classroom to mitigate the spread of germs and viruses. Napping cots, sanitize daily.
 - Help to maintain a neat and organized classroom, as well as using appropriate transitions between activities.
 - Help children establish good habits of personal hygiene.
 - Communicate with the Lead Teacher if an issue occurs with a child or parent.
 - Assist children to travel to safe places when a safety drill is practiced.
 - Applies first aid to children as needed, completes an Accident Report, communicates the nature of an injury to Lead Teacher and Kids Center Director, Assistant Director or CQI Manager.
 - Use Universal Precautions when providing first aid and when coming in contact of bodily fluids.
 - Assist in Summer Camp programming, including outside play, chaperoning field trips away from GEARS.
- Assist the Lead Teacher in other ways as needed and requested.

Assistant Teachers are required to:

- Maintain a professional appearance and professional demeanor at all times.
 - Treat all children and co-workers with dignity and respect.
 - Attend all staff meetings and recommended training programs and conferences.
- Physical Requirements include, but are not limited to the following:
- Lift, carry, up to 25 lbs, or lift a child in an emergency.
 - Repetitive bending, stretching, and stooping.
 - Climbing up and down stairs and sit with children on the floor.
 - Have mobility required to ensure the safety of the children.
 - Work outdoors in any variety of weather.
 - Perform light duty cleaning.