



## ***Position: Assistant and Lead Teacher - Infant/Toddler***

**Job Summary** The Assistant Teacher assists the lead, and assumes leadership in the absence of the lead teacher of the supervision, safety, and education of students utilizing the Creative Curriculum.

**Employment Status** Full time. Compensation based on experience (starting at \$12/hour)

### **Job Functions**

- Assist in preparing lesson plans based on approved curriculum
- Keep communication current with parents and Child Development Center Director
- Assist in preparing for Parent/Teacher Conferences
- Keep classroom neat and sanitized to licensing regulation standards
- Maintain professional attitude
- Treat children, parents, and other teachers with respect and dignity
- Recognizes and responds to the individual needs of each child, and treats all children in a manner which is appropriate and helps build children's character and self-esteem
- Perform other duties as assigned by the Center Director
- Adheres to all guidelines contained in Baxter's Employee Handbook
- Demonstrates friendliness, dependability and trustworthiness towards others
- Willingly participate in minimum of 16 hours of cross-cultural trainings suggested by supervisor per year

### **Essential Competencies Required**

- Culturally Competent
- Flexible/Resilient
- Ability to Multi-Task
- Results-Oriented Thinking & Behavior
- Knowledge's, skills & abilities:
- Knowledge of safety regulations, practices and procedures
- Ability to work well with others in a team approach
- Ability to communicate effectively, both orally and in writing.

### **Knowledge, Skills & Abilities**

- Knowledge of safety regulations, practices and procedures
- Ability to work well with others in a team approach
- Ability to communicate effectively, both orally and in writing

### ***Minimum Required Education and Experience***

- Valid Child Development Associate Credential (CDA) or be willing to acquire a Child Development Associate Credential (CDA) or higher.
- Associates Degree Preferred
- Prior experience working with children and families

### ***Additional Requirements***

- Position is identified as having regular contact with children in accordance to public law; therefore, a criminal background check must be completed
- Knowledge of computer web based programs, Word, Excel, and PowerPoint
- Walking, standing, bending, and carrying of small and light objects

***To apply, send resume and cover letter to  
[aarie@baxtercommunitycenter.org](mailto:aarie@baxtercommunitycenter.org).***