



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.***