

New Day Children's Center

Job Description: Assistant Pre-K Team Teacher

Expectations:

- Arrive each day on time, with a positive attitude.
- Sign in and out every day.
- Greet all parents and children upon arrival to the center and classroom.
- All other job duties as assigned.

Duties:

- Responsible for providing interns with mentoring and positive guidance on a daily basis.
- Responsible for execution of all classroom and outdoor activities.
- Responsible for the health, safety and well being of all children in assigned group.
- Responsible for establishing appropriate bathroom routines as needed.
- Responsible for establishing appropriate mealtime routines and family style dining.
- Responsible for assisting to maintain all records and required paperwork.
- Responsible for keeping the classroom environment neat and organized.
- Responsible for following a schedule for cleaning and sanitizing jobs and assist other classroom staff with those duties as needed.
- Be available for parent conferences as needed.
- Complete mandatory staff training as required by OCFS.
- Create and maintain an Aspire profile. Provide Administrative Assistant with Aspire ID #, email login, and password.
- Attend evening staff meetings as needed.
- Attend center functions as needed.

Minimum Qualifications:

- **Must have a 2 year degree in Early Childhood Education or a closely related field or a CDA certificate.**
- **Experience working with children required.**
- Must enjoy children and be able to interact with them sincerely and effectively.
- Must be able to relate to and respect parents from all socioeconomic backgrounds.
- Must be in good physical and mental health.
- Must be able to lift at least 40 pounds.
- Must be able to communicate effectively and respectfully with all administrative, teaching and kitchen staff.
- Must be dependable and reliable.