



ASSISTANT TEACHER JOB DESCRIPTION

The St. John the Divine Early Learning Center is seeking to hire enthusiastic, warm and experienced Assistant Teachers to join our team. Assistant Teachers provide support to Lead Teachers and are responsible for the supervision, management and care of a class of young children and infants. They provide a loving, nurturing, safe, stimulating, Christian environment that promotes the social, emotional, physical and cognitive development of each child. Assistant Teachers are also responsible for implementing engaging activities and educational programs in accordance with the mission and vision of the St. John the Divine Early Learning Center.

Responsibilities:

- Implements daily lesson plans and daily classroom routines in accordance with the center's curriculum and programming that stimulates all domains of each child's development in their care
- Responsible for the supervision and daily class functions of a group of children, creating a warm, loving and nurturing environment encouraging them to learn, develop and advance
- Ensures constant focus on the well-being, health and safety of children
- Carries out activities on a daily basis and evaluates the effectiveness of child development activities
- Cleans and sanitizes equipment and toys on a daily basis in accordance with hygiene procedures and participates in the maintenance and necessary housekeeping duties of the classroom, playgrounds and common use areas
- Maintains an attractive, fun, clean, interactive, and orderly classroom that encourages children to create, play, learn and explore
- Implements weekly activities that promote a healthy lifestyle
- Conducts daily health checks on each child, performs ongoing developmental evaluations of children, develops action plans and documents as needed
- Follows policies and procedures regarding medical and dental emergencies, short-term exclusion of children, and the administration, handling and storing of medication
- Maintains ongoing, open communication with parents formally and informally regarding their child's developmental progress, needs and interests under guidance of the Lead Teacher
- Cultivates positive relationships with children, families, parents, staff, state licensing authorities, volunteers and other stakeholders
- Contributes to the effective operation of the overall St. John the Divine Early Learning Center
- Attends all required staff meetings, workshops and/or school functions
- Participates in the Early Learning Center fundraising efforts and events
- Complies with all rules, regulations, procedures and protocols of the Early Learning Center and the local, state or national regulatory agencies pertaining to the health, safety, emergency procedures and care of children
- Maintains overall professional personal appearance
- Other duties as required

Knowledge, Skills and Abilities:

- Knowledge of child growth and development as well as developmentally appropriate practices for children ages birth to 5 years
- Ability to work with children with diverse backgrounds and levels of ability toward accomplishing their developmental and educational goals
- Knowledge of the social, emotional and creative needs of young children
- Passion for the care, safety and development of children
- Strong written/verbal communication, collaboration, and interpersonal skills
- Nurturing, outgoing, positive, patient, team oriented, and has a strong passion to teach young children not by words alone, but through positive role modeling



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- Ability to organize, coordinate, and direct a variety of activities
- Possess good judgment and decision-making skills
- Ability to work independently and perform with minimal direct supervision
- Ability to think quickly and clearly, and remain calm during stressful times
- Ability to maintain confidential information
- Maintain a professional appearance, attitude, and work ethic at all times
- Displays a high level of integrity, dependability and adaptability

Physical and Environmental Requirements:

- Acceptable eyesight and hearing, with or without correction
- Ability to speak, read, and write English
- Ability to lift up to 40 pounds
- Ability to frequently lift, carry and hold children and infants
- Ability to deal with upset parents and students
- Ability to walk and to sit and stand for prolonged periods of time
- Frequent and repetitive stooping, stretching, bending, kneeling, pushing, and pulling
- Ability to use hands to finger, handle, or feel and to reach with hands and arms
- Ability to push emergency evacuation cribs with at least 4 infants in the crib
- Be able and willing to use an Epi-Pen when an emergency arises
- Ability to work a flexible schedule
- Ability to perform cleaning duties
- Works in child care setting indoors and outside

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

Education and Experience:

- High School Diploma or GED required
- A Child Development Associate-Credential (CDA) or college degree in Early Childhood Development Education or equivalent is preferred
- One year minimum experience in licensed early childcare facility or elementary school classroom preferred
- State required training for early childhood education & additional in-service training

Licenses, Certifications and Registrations:

- Knowledge and understanding of current Florida rules and regulations, per the Florida Department of Children and Families (DCF)
- Completed DCF 45-hour training required, including Early Literacy, within DCF designated timeframe
- Maintains 20 in-service training hours annually, July through June
- CPR and First Aid Certification or willingness to obtain and maintain, updated every two years
- Must successfully pass the required criminal background checks and screenings prior to employment

St. John the Divine is an Equal Opportunity Employer and does not discriminate on the basis of age, race, religion, color, gender, national origin, marital status, sexual orientation, pregnancy, veteran status, physical disability, or any other characteristic protected by Federal, State, or local laws.