

POSITION TITLE: Assistant Teacher

PROGRAM: Way to Grow/ Montauk Child Care Center/ Family Court Nursery

REPORTS TO: Center Director

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**Major Responsibility:**

The Assistant Teacher helps the Teacher plan and implement the daily program for children, supervises the class when the Lead is out of the room, helps with meals and safety and assists in maintaining a clean and orderly room and Center. The Teacher may be required to work with various age groups and change diapers and soiled clothes as needed.

**Essential Functions:**

- ◆ Assist the Teacher in planning and implementing the daily program for children, including the following:
  - Treats each child with dignity and respect.
  - Recognizes and considers the individual needs of each child.
  - The Teacher helps children to learn to think creatively, solve problems independently, and respect themselves and others.
- ◆ Works to prevent injuries and accidents and handles them appropriately if they occur.
- ◆ Supervises the classroom according to the Teacher's plans when the Teacher is out of the room.
- ◆ Attends all staff training sessions, meetings, and programs sponsored by the Center, as required.
- ◆ Helps with meal and snack preparation, feeding children, and modeling table manners at family-style meals.
- ◆ Shares with the Teacher the responsibility of maintaining a clean, orderly classroom and Center.
- ◆ Maintains strict confidentiality regarding children and families.
- ◆ Performs other related duties as requested by a Teacher or Center Director. Reports problems, injuries and hazards promptly to the Teacher and/or Center Director.

**Reviewed and Approved by the Management Team 1-3-23**

I have read and understand job description.

Employee Print Name :

Employee Signature Required

Date:

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**Reporting Relationships:**

*Reports to assigned classroom Teacher, Center Director, and Assistant Director.*

**Mental and Physical Requirements:**

- ◆ Frequently moves or lifts average weight, as in lifting, carrying, and holding children and infants. Because of the necessity to maintain the staff/child ratio, each Teacher must meet the full lifting requirements of up to 60 pounds.
- ◆ Occasionally lifts or moves an average weight of up to 60 pounds in awkward or difficult positions (such as to prevent an accidental injury to a child).
- ◆ Rarely lifts weights heavier than 60 pounds, usually only in emergencies. Some children, equipment, or supplies may weigh more than 60 pounds.
- ◆ Physically and mentally reacts appropriately and immediately to unexpected circumstances.
- ◆ Able to stoop and bend to interact on a child's level throughout the day.
- ◆ Able to interact and communicate with children on the playground/classroom, i.e., run, jump, dance, and demonstrate physical exercises.
- ◆ Required to stand up to 95% of the workday.
- ◆ Uses proper lifting procedures and seeks appropriate assistance with heavy lifting when possible.

**Qualifications:**

- ◆ **Meet state licensing requirements for education, experience, and age.**

	EDUCATION		EXPERIENCE
Assistant to Head of group (all age groups)	High School diploma or its equivalent	oR	Substantial experience working with children under 13 years of age

(h) The provisions of this section notwithstanding, persons holding positions in a child day care center before the effective date of these regulations who met the qualifications which were in effect at the time they were hired may continue to be employed in such positions.

(i) No person other than a director, Head of the group, or assistant to the Head of group may supervise a group independently even for brief periods of time, except in an emergency. The minimum age of a staff person is 16 years. However, no person under 18 years of age may be left alone to supervise a group of children.

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# EOC

**Economic Opportunity Council of Suffolk, Inc.**

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**Category: Non- Exempt**

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