



**POSITION TITLE:** EARLY CHILDHOOD ASSISTANT/SUBSTITUTE TEACHER  
**REPORTS TO:** EARLY CHILDHOOD DIRECTOR  
**STATUS / HOURS:** FULL-TIME / PART-TIME (NON-EXEMPT)

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**SUMMARY:**

To support the Lead Teacher to provide a safe, nurturing and child-centered learning environment, developmentally appropriate to the age/growth level of the children assigned, where young children's skills and self- concepts are enhanced, independence and exploration encouraged, and, individuality respected. To communicate effectively with the children in your care, the Lead Teacher, and, to work collegially with the faculty of the JCC early childhood educational center.

**BASIC RESPONSIBILITIES. TO SUPPORT THE LEAD TEACHER TO:**

- Create and maintain a classroom which meets the physical, intellectual, social and emotional needs of both the individual and the group of children assigned.
- Ensure that the environment is warm, inclusive, safe, orderly, clean and appealing, and, which permits the children to explore and grow.
- Create and maintain a daily routine of cleanliness in the classroom to prevent illness/the spread of contagious illness. This includes: frequent handwashing, sanitizing toys, cleaning tables, etc.
- Daily 'well-check' of students at arrival time and throughout the school day.
- Carry out the lesson plan as assigned by the Lead Teacher.
- Learn from the Lead Teacher.
- Interact with the children and encourage their curiosity, interest and involvement.
- Follow the Discipline Guidelines of the center using appropriate and positive discipline techniques.
- Observe, record and report individual and group behavior as directed by the Lead Teacher.
- Maintain records and files as instructed (ie attendance, behavior records) by the Lead Teacher.
- Attend staff orientation, staff meetings, class programs such as Open House as required.

**EDUCATIONAL/JOB REQUIREMENTS:**

- Ability to relate joyfully and sensitively to children
- Fingerprinting/background check as required by the Department of Children and Family Services.
- HS Diploma or GED
- CDA, AA or AS in Early Childhood Education preferred
- Complete the state required 40-hour Child Care Training course and all background screenings/coursework required for our Apple Accreditation within 90 days of employment.
- Keep all credentials current and on-file with DCF and with the center