

Assistant Teacher Job Description

Job Definition:

The Assistant Teacher is responsible for the immediate daily care of the children and the environment of the Downtown Ithaca Children's Center.

Responsibilities include but are not necessarily limited to the following:

- Supervise children in the DICC.
- o Interact with children in a wide variety of activities including playing, reading, play dough, markers, blocks, large motor room and outdoor play.
- o Help children to behave in a socially appropriate manner through the use of positive reinforcement and positive discipline.
- Warmly greet parents and maintain an open line of communication through daily conversation.
- Assist in the maintenance of a safe, healthy, and stimulating environment.
- Assist in maintenance of children's personal hygiene.
- Help implement age appropriate programs and activities for children developed by the Head Teacher. If the Head Teacher is out, you are responsible for carrying out daily lessons and classroom needs.
- Aid in the cognitive, moral and social growth of children by providing positive adult interactions and role modeling.
- Commitment to ongoing staff development in keeping with OCFS licensing requirements; willingness to read, to learn and to increase understanding of child development through workshops and study.
- Attend regular staff meetings. Staff meetings are the last Thursday of every month from 5:30-7:30 pm, unless otherwise announced. The staff meetings are mandatory. If there is an emergency and you cannot attend, you must inform the Director.

Relationship:

Immediately responsible to the Head Teacher. Accountable to the Director.

Personal Qualities:

Must be physically able to perform the job of teacher of young children. Must have a warm, supportive attitude toward children. Must be reliable. Must be flexible in receiving assignments or adapting to changes in the program. Must be willing to accept supervision in order to improve work performance.

Qualifications:

- High School diploma or equivalent (GED)
- OR 1 year experience working with children less than 13 years of age.