

Position Description

Title: **Assistant Teacher** **Date:** August 2018
 School Age Programs - BASES

Division: Administration

Reports to: Head Teacher and Administrative Team

Purpose:
 Under the supervision of the Head Teacher, assists in operating the program to provide an enjoyable, educational, comfortable and safe environment for children.

- Major Responsibilities:**
1. Understand and follow all licensing regulations set by the State of Connecticut Office of Early Childhood (OEC).
 2. Assists the Head Teacher in operating the school age program on a daily basis by:
 - greeting the students and families as they arrive;
 - providing a nutritious snack;
 - providing a warm and relaxed atmosphere;
 - building relationships with students;
 - supervising students at all times indoors/outdoors;
 - planning and implementing daily activities.
 3. Assume role and responsibility of site in absence of the Head Teacher.
 4. Assist in the planning of the monthly curriculum.
 5. Maintain positive relations with families of children; resolve behavior and adjustment concerns.
 6. Maintain positive relations with all staff and school personnel.
 7. Communicate any concerns or issues regarding students to the Head Teacher and/or other appropriate parties; follows confidentiality laws.
 8. Maintain site to ensure clean, safe and pleasant surroundings, including:
 - set up tables, chairs, snack, equipment;
 - assist in clean up at the end of the day.

- Requirements:**
1. Must be at least 18 years old.
 2. High school diploma or equivalent, with experience working with school age children.

3. Possess personal qualities necessary to care for and work with children, relate to other adults including staff and parents.
4. Ability to create and maintain a safe, comfortable, educational environment that promotes learning and social development.
5. Attends mandatory Staff Meetings as scheduled. (Training hours must equal 1/10th of total work hours per OEC licensing regulations.)
6. Participate in weekly site staff meetings.
7. Certified in First Aid, CPR & AED (course approved by OEC).
8. Certified in Administration of Medications & Epi-Pen (course approved by OEC).
9. Regular and consistent attendance is considered an essential function of this position.
10. Requires flexibility to work at various sites when/where coverage is needed.
11. Must be able to perform physical responsibility of the position including performing CPR, supervision of children, and lifting/moving equipment and supplies.
12. Other duties as assigned.

Skills/Qualities:

1. Ability to work individually and in a team.
2. Specialized skills include knowledge of child development and age-appropriate curriculum planning; verbal communication skills, interpersonal skills to resolve conflicts between children and behavior incidents.
3. Creativity in planning and implementing activities for children.

**** Effective July 1, 2000, any new staff must have a complete file (according to State of Connecticut Office of Early Childhood licensing regulations) before eligible to start.***