

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## Associate Teacher

**POSITION SUMMARY:** The Associate Teacher assists the Teacher, Master Teacher, or Center Director and assumes responsibility for general supervision, development and education of children.

### **POSITION OVERVIEW:**

- Employment Type: Full time/Non-Exempt
- Salary:
- Location: Center Based
- Job Category: Education and Administration
- Reports to: Center Director
- Supervises: Teacher Aide, Substitute Teachers (KIT) and Volunteers

### **PRIMARY RESPONSIBILITIES:**

- Assists in planning, preparing and implementing daily program.
- Assists in planning and preparing the learning environment, and preparing needed materials and supplies.
- Performs primary care giving responsibilities.
- Desired Results Process.
- Assists in maintaining the environment in a clean, safe manner.
- Assumes responsibility for regular parent communication, including parent conferences and chatters.
- Supervises Teacher Aides, Substitute Teachers and Volunteers as requested.
- Assumes responsibilities in absence of Teacher, Master Teacher, or Center Director.
- Assumes general responsibility for health, safety, and well-being of all children in the agency.
- Prepares written reports as directed.
- Attends meetings as requested.
- Participates in activities that further own professional growth.
- Maintains confidentiality of children, families and employees.
- Works as a member of the agency team by promoting the mission and philosophy of the organization.
- Greets children, parents, staff, and guests as needed.
- Assists other centers when requested.
- All other duties as assigned by Master Teacher or Center Director.

### **POSITION QUALIFICATIONS/REQUIREMENTS:**

- Possess an unexpired Associate Teacher Permit from the Department of Education
- 1 year prior experience in working with young children preferred.
- Must have 3 or 6 Infant/Toddler units to be an Infant/Toddler Associate Teacher
- Immunization records that comply with Senate Bill 792 (immunity for measles, pertussis, and influenza)
- Required CPR/First Aid Training Certification
- 16 hours of health and safety training which includes 1 hour of nutrition training
- Required to be a mandated abuse reporter

### **COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**EDUCATION WIDE PHYSICAL DEMANDS:**

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

**FACILITY/MAINTENANCE WIDE PHYSICAL DEMANDS:**

Job duties will be performed in both an office environment as well as outside and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job

- The ability to perform heavy physical labor and lift or move maintenance equipment of various weights will be required
- The ability to lift 30lbs chest high will be required

**NUTRITION WIDE PHYSICAL DEMANDS:**

Job duties will be performed largely in a kitchen environment; however the ability to drive long distances will be required using agency insured vehicles. The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- The ability to lift and carry moderately heavy supplies up to 50lbs
- The ability to operate company insured vehicles

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at <http://kidango.org/opportunities.asp>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.

