

REACH Inc.
Hand in Hand: A Place for All Children
Assistant Teacher Position Description

Title: Assistant Teacher

Department: Hand in Hand: A Place for All Children

FLSA: Non-exempt

Hours: 1-29 hours per week (part-time); 30-40 hours per week (full-time)

Reports To: Team Leader

Job Summary:

Helps sustain a safe, healthy, learning environment for the children. Establishes a positive and productive relationship with families to ensure the program is responsive to the child and family needs. Coordinates with Program Coordinators to help maintain the program in accordance with Hand in Hand's philosophy, Wisconsin Model Early Learning Standards and State of Wisconsin licensing rules and regulations.

Qualifications

Education/Certifications:

- Minimum:
 - High School Diploma or equivalent (unless completed DCF approved course)
 - Completion of department approved Introduction to Early Childhood program within six months of hire date **OR**
 - Completion of one for credit course in Early Childhood (or related topic)
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- Preferred:
 - Child Care Certificate **OR**
 - CDA **OR**
 - Wisconsin Registry Credential **OR**
 - Associates or Bachelor's degree in Early Childhood or related field
 - Abusive Head Trauma training (previously known as Shaken Baby)
 - Infant/Child CPR, First Aid, and AED training
 - Current Registry Certificate Level 2 or higher

Experience

- Minimum: No experience
- Preferred: One year working with children in child care setting

Working Environment

Physical:

- Able to perform repetitive functions of standing, walking, sitting, bending, reaching, grasping, pulling and/or pushing continuously
- Able to lift and carry 8-50 pounds continuously
- Able to visually observe children
- Able to work scheduled hours
- Able to work with children ages 6 weeks through 12 years
- Maintains the work environment in a safe manner and follows Hand in Hand's safety procedures

Mental:

- Able to communicate effectively, both verbal and written
- Able to understand verbal and written direction/communication
- Able to maintain emotional control under stress

Skills:

- Maintains positive relationships with staff and families
- Performs excellent communication skills, both verbal and written
- Able to correct/redirect behavior of children in accordance with Hand in Hand's discipline policy
- Works cooperatively and effectively as a team member
- Must be flexible and adaptable to meet the needs of the children, families, and the program
- Conscious of what is developmentally appropriate for the age groups
- Meets federal/state and Hand in Hand child care requirements
- Maintains federal/state and Hand in hand child care qualifications

Position Responsibilities/Duties

Essential Classroom:

- Interacts with children in a way that conveys respect and nurturing using a modulated voice
- Encourages children's participation in activities
- Plays with children including [but not limited to] sitting on the floor, bending low for child level interactions, and talking with children, encouraging conversation
- Respects the child's emotional, physical, intellectual, and social needs
- Reinforces positive behavior and corrects/redirects negative behavior of children in accordance with center's discipline policy

- Assists Teacher in creating an inviting learning environment conducive to the needs of the children including [but not limited to] furniture arrangement, decor, and general room appearance
- Assists in preparing and implementing daily activities
- Assists Teacher in maintaining all child and class records including but not limited to; accident reports, medical logs, and developmental records
- Cooperates with other staff to complete classroom and center chores including [but not limited to] diapering, cleaning, sanitizing, and meal prep
- Administers medication per State of Wisconsin licensing rules and Hand in Hand policies
- Maintains partnership with families by communicating daily (verbal & written)
- Listens and responds to families needs and requests appropriately

Essential Program:

- Reliable in attendance and timeliness
- Attends all staff meetings
- Attends family functions
- Assists with public relation events and family functions
- Communicates with Center Team leader and Program Coordinators on all issues relating to the program (staff, children and families)
- Completes required continuing education needed each calendar year
- Maintain confidentiality in all aspects including [but not limited to] social media sites
- Fosters an environment consistent with PBIS expectations
- Assists with providing 60 minutes of structured physical activity for children daily
- Completes BIRs on children when necessary
- Performs other duties as assigned

Benefits

- ★ *Part-time* employees are eligible for the following benefits
 - Voluntary AFLAC, Sick Time, Vacation Time, Holiday Time, Teladoc, Profit Share Pension Plan, and Employee Assistance Program.
- ★ *Full-time* employees are eligible for the follow benefits in addition to the previous
 - Long/Short Term Disability/Life/Accidental Death, Voluntary Dental, EyeMed, Section 125 Plan, LegalShield.
 - All benefits offered to part-time employees are also offered to full-time employees.