

Assistant Teacher

REPORTS TO: Program Director at Hand in Hand

FLSA STATUS: Non-exempt

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)

- Abusive Head Trauma training (previously known as Shaken Baby) can be completed online first week - Infant/Child CPR, First Aid, and AED training or scheduled 6 weeks after hire

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 work scheduled hours - Maintains the work environment in a safe manner and follows Hand in Hand's safety procedures
Skills:

- Meets federal/state and Hand in Hand child care requirements
- Able to correct/redirect behavior in accordance with HHH's discipline policy

POSITION RESPONSIBILITIES/DUTIES

ESSENTIAL CLASSROOM:

- Interacts with children in a way that conveys respect and nurturing using a modulated voice
- Reinforces positive behavior and corrects/redirects negative behavior of children in accordance with center's discipline policy
- Assists Teacher in maintaining all child and class records including but not limited to; accident reports, medical logs, and developmental records
- Administers m education per State of Wisconsin licensing rules and HHH policies
- Maintains partnership with families by communicating daily (verbal & written)

ESSENTIAL PROGRAM:

- Reliable in attendance and timeliness
- 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