



## Childcare Assistant Teacher Job Description

Orchard Hill Church Preschool is hiring for childcare assistant teachers for the upcoming 2023-2024 school year. Part time hours available between the hours of 7:00am-5:00pm Mon-Fri. 4 positions available. Sample work schedule listed below; hours may be flexible.

Childcare hours #1: Mon/Wed/Fri 7am-12:30pm (16.5 hours/week)

Childcare hours #2: T/Th 7:00-12:30pm, Fri 9am-4pm (19 hours/week)

Childcare hours #3: Mon-Thurs 12:00-4:30pm, Fri 12:30-4:30pm (22 hours/week)

Childcare hours #4: Mon-Thurs 12:30-5 (18 hours/week)

Associate teacher responsibilities include, but are not limited to the following:

- Assist in providing developmentally appropriate experiences for the children.
- Promote positive interactions with children and colleagues.
- Provide a safe and nurturing environment.
- Maintain child/staff ratio.
- Communicate with parents verbally.
- Assist in observing and recording progress of children's development.
- Maintain a clean, organized environment.
- Participate in mandatory trainings as well as required professional development training hours. Keep record of all training hours.
- Monitor supplies and recommend purchase of supplies to director in advance of need.
- Attend staff meetings.
- Follow state regulations for staff and children, and health and safety standards as stated in the DHS Licensing Handbook.
- Assist in keeping record of attendance and daily meals & snacks.
- Assist in prep work for daily activities.
- Assist in supervision of hand washing and toileting.
- Assist in checking in and out children during drop off and pick up.

The childcare assistant teacher must be able to relate to people of different backgrounds, be dependable, flexible, and sensitive to other's needs. They must show mature judgment and have the ability to work without direct supervision. They must also be able to communicate effectively with children as well as adults. Being a team player is vital.