

Bethesda Sharing Center Job Description

Job Title: Assistant Teacher
Job Type: Full or Part time (based on program need)
Department: Sharing Center
Reports To: Operations Director and or Program Director/Head Teacher
Shifts: Varies (Hours of operation 6am-6pm)

SUMMARY:

Under the general supervision of the Operations Director, Program Director, and/or Head Teacher. Responsible for assisting in the planning, coordinating, and implementing of daily activities for the Sharing Center. Responsible for the general supervision of children, ages 4 weeks to school age.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least 18 years of age, pass a Central Registry Check for child abuse/neglect, speak, read, and write the English language, and meet one or more of the following education requirements.

EDUCATION and/or EXPERIENCE:

- High School Diploma or general education degree (GED) or at least 18 years of age
- One to three months related experience and/or training
- May be working towards a degree in Education or Early Childhood.

IN-SERVICE & TRAINING:

- Responsible to become familiar with the knowledge base of Early Childhood Education through on-going education classes and in-service training.
- Responsible to become CPR Certified on a yearly basis, as set by licensing standards.
- Responsible to attend at least 20 hours of in-service training on a yearly basis.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, crawl, talk or hear. The employee frequently is required to stand, walk, sit, use hands and fingers, handle or grip. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 50 pounds. Specific vision

abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned)

- Must be a positive role model and representative of Bethesda Sharing Center
- Must arrive on time and be reliable in attendance
- Must be flexible with assignments and schedules
- Must be able to remain calm in tense situations
- Must be able to work with up to 10-20 children of varying personalities throughout the day
- Assist in fundraising and program activities
- Attend and contribute to all staff meetings
- Report to the Director and/or Program Director any complaints heard by family members and staff
- Responsible to help with daily cleaning of toys, shelves, etc.
- Report and refer problem resolution to the Operations Director and/or Program Director
- Must be able to deal tactfully with co-workers, supervisors, families, visitors, government agencies and the general public
- Follow established department and facility policies and procedures
- Must work harmoniously with staff in all departments
- Must be able to establish and maintain relationships of trust and cooperation with co-workers and families.
- Must be willing to share resources and information pertinent to childcare with co-workers.
- Must be willing to support co-workers in meeting their professional needs and in their professional development.
- Make new staff members feel welcome and included

Children's Needs:

Children are the main priority. Conversations with other adults and cell phone usage does not take precedent over the needs of the children.

- Responsible for providing a loving environment that promotes positive social, emotional, cognitive, language, and physical development of each child.
- Responsible for assisting in carry out weekly lessons which are inclusive of all children and which include times for small motor, large motor, indoor and outdoor play, and creative activities which include art projects, science, math, and sensory motor.
- Organizes and participates in games, reads to children, and teaches them simple painting, drawing, handwork, songs, and similar activities.
- Responsible to watch and take into consideration cues from the child to vary activities throughout the day.
- Helps children put on and remove outer garments.
- Positively directs children in eating, resting, and toileting.

- Helps children develop habits of caring for own clothing and picking up and putting away toys and books.
- Serves meals and refreshments to children and regulates rest periods.
- Assists in preparing food and cleaning quarters.
- Be continuously aware of the activities of all the children and be prepared to intervene when necessary.
- Responsible to lift, carry, and hold children throughout the majority of the day.
- Responsible to change diapers in a timely manner by following the established sanitary guidelines.
- Responsible to look at what is best for the individual child.
- Responsible to be at the child's level while talking, playing with, etc. Sit/lay on the floor, stoop down, bend, and maintain eye contact while interacting with children.
- Uses age appropriate rules and language.
- Understands and applies child development to situations.
- **Must fill out a daily note on the eating, sleeping, and behavior habits of the infants and toddlers!**

While Feeding Infants:

- Responsible to hold the baby while feeding, DO NOT prop bottles!
- Responsible to warm bottles in the crock pot, shake them to distribute heat.
- Warm food in microwave, stir before feeding.
- Always check food to make sure it is at an appropriate temperature before feeding child.

While Helping Toddlers Eat:

- Wash children's hands and your own before and after eating.
- Responsible to make sure that food is chopped or cut into very small pieces.
- May use sipper cups.

Discipline Procedures:

Maintains discipline by setting limits calmly, carefully, and consistently for all children. Helps the child learn by allowing him/her to make decisions within the necessary limits. Communicates the rules for the child in a positive, acceptable manner so they are understandable. Responsible to redirect inappropriate behavior by positive reinforcement, redirection, time-out, and removal from the room.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Must be able to comprehend policies, procedures, and guidelines of the Sharing Center. Must be able to apply those policies, procedures, and guidelines in everyday activities of the Sharing Center.

FAMILY CONTACTS AND CONFIDENTIAL INFORMATION:

- Must be able to develop relationships of mutual trust with the families we serve.
- Must greet all family members warmly and with a smile.
- Responsible to respect the dignity of each family and their culture, customs, and beliefs.
- Responsible to interpret each child's progress to parents and to help families to understand and appreciate the value of Developmentally Appropriate Early Childhood Program.
- Responsible for daily documentation of family/child information.
- Must show friendliness and flexibility in dealing with family members.
- Must be willing to work with the family in addressing concerns about the child. Must seek input from the Operations Director, Program Director, and co-workers.
- Must maintain confidentiality and shall respect the families' rights to privacy, refraining from disclosure of confidential information.

RESIDENT/FAMILY RIGHTS:

Must maintain the confidentiality of all resident and childcare information.

Knock before entering a resident's room.

Must greet all residents and family members with a smile and a warm, friendly approach.

SAFETY & SANITATION:

- Must follow established guidelines for sanitation procedures, including wearing gloves when changing diapers and correct handwashing techniques.
- Responsible for maintaining a safe and healthy environment for all children. This includes keeping the Sharing Center room cleaned, organized, and sanitized daily.
- Must report all accidents and/or incidents immediately.
- Participate in Fire Safety and Disaster preparedness drills.

Communicable/Infectious Disease:

- Must report all suspicions of communicable disease immediately.
- Must follow established infection control procedures.
- Must show professionalism and confidentiality when dealing with any form of communicable disease which arises with the children.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, and outside weather conditions. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually loud.

Employee is to work in all areas of the facility, work outside when needed, move intermittently during work hours, is subject to call-back during emergency conditions, and work shifts and rotations other than the one for which hired.

DRESS CODE:

The goal of Bethesda is to provide a professional appearance to the residents, children, and families we serve. Employees are to dress appropriately for the type of position, being aware that attire is to reflect professionalism.

All employees are required to dress neatly. All clothing and shoes should be clean and fit properly. No open heeled or toed shoes. You are to wear royal blue scrub tops or Bethesda Sharing Center T-Shirts and black scrub bottoms. Sweaters and sweatshirts are not allowed, but you may wear a solid color long sleeve shirt under your scrub top or T-Shirt. "Casual Dress Day" is designated every pay day. Jeans may be worn with a uniform top or a Bethesda logo top.

Personal Hygiene: Employees should be properly groomed with a neat appearance. Fingernails must be clean and neatly trimmed.

CHILD ABUSE & NEGLECT:

Staff/students who are placed under investigation for child abuse/neglect will be suspended without pay from their position. Staff/students will be suspended until investigation is completed by Operations Director. Upon completion of the investigation the Operations Director and/or Administrator of the Nursing Home will determine staff/students' ability to return to work or if termination is needed.

I have read and understand the above job description as written. I hereby accept the position of Program Director and agree to perform the identified functions in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment here, I may be exposed to blood, bodily fluids, infectious diseases, air contaminants, and hazardous chemicals and that the facility will provide me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the Hepatitis B Virus and that the facility will make available to me, free of charge, the Hepatitis B vaccinations.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will either by the facility or myself and that such termination can be made with or without notice.

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Date

Signature- Teacher Assistant

Date

Signature- Operations Director