



Assistant/Floating Teachers BUMC Day School

Position Type:	Non-Exempt
Category:	Regular, Part-Time and Three-Quarter Time Positions
Classification:	I
Reports to:	Director of the Day School

Summary/Objective

A Day School assistant teacher is responsible for assisting in the planning and implementation of a developmentally appropriate curriculum classroom environment designed to meet the needs of the students and the directives of the Tennessee Child Care Standards. The teacher is to work collaboratively with the families of the students to support the growth and development of the child and to work as a team member with the Day School staff in upholding the vision and goals of the school.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Classroom Responsibilities

- Assist teachers in the implementation the daily program, student observations and student assessments.
- Assist in preparing the learning environment, set up interest centers with needed materials and supplies, keep the learning environment challenging and appropriate to the development of the children.
- Supervise the children at all times.
- Consider individual children in relationship to their cultural and socioeconomic background. All children will be treated equally with respect and empathy. Prejudicial attitudes and value judgements will not be tolerated.
- Treat children with dignity and respect. Help each child build a positive self-awareness and healthy self-concept. Appropriate language will be used, and behaviors will be related to the growth and development of individual children. All discipline will be by non-punitive methods and guidance will be offered in a positive manner.
- Maintain materials, supplies and equipment in an organized manner in order to present an attractive, orderly, and inviting appearance to the classroom or any other area being use. Understand and practice emergency practice and procedures for children, school and classroom
- Be flexible with work assignments

Professional Responsibilities

- Establish a positive liaison with families of students. A friendly, yet professional relationship should be maintained. All parents are to be treated equally, showing no favoritism and accepted at their individual levels.
- Maintain professional qualities in relationship with staff, parents and student teachers. Gossip is to be avoided at all times.
- Written, oral and observed information is to be respected as confidential. Commitment to the team spirit, by generously sharing ideas, materials, time and services.
- Follow all procedure, regulations and criteria as set forth by the Department of Human Services in their Minimum Standards for Day Care and in the Tennessee "STARS" assessment program criteria.
- Assist in public-relations events sponsored by the school
- Maintain certification in infant/child CPR and First Aid training.
- Attend all scheduled staff meetings
- Participate in recommended training programs, conferences, courses and other aspects of professional growth.
- Develop a yearly plan of professional growth and learning.

Competencies

- Commitment to the Day School Mission and Goals
- Ability to work well independently and on a team
- Ability to be flexible and to adjust to varied situations.
- The knowledge and ability to exercise good judgment in dealing with children and adults
- Understanding of Child Development and Behavior
- The ability to assume full responsibility for a group of children –physical and emotional safety
- Excellent communication skills - verbal and written
- Willingness to continue to learn through trainings, classes, seminars and professional reading
- Creative thinker and problem solver
- Demonstrate a positive attitude and open mind

Education and Experience Requirements

- Minimum of a High School Diploma
- Bachelor's Degree in education/ Early Childhood Education/ a related field or experience in an Accredited Early Childhood classroom preferred
- Understanding of Developmental physical and social growth of children
- Experience with preschool age children

Work Environment

This position operates in a childcare setting that involves everyday risks or discomforts requirement normal safety procedures and precautions

Physical Demands

Ability to stand and move for long periods of time in a classroom setting. The ability to meet the children on their level and be on the floor or at small tables. Must be able to lift 40 lbs., play with children and provide a health assessment from a physician every three years to verify health status.

Expected Hours of Work Schedule

Days will vary based on Class/Age assignment. Hours are 9:00 -2:45. Evening and additional hours as needed for special events and professional development.

Travel

No travel is expected in this position.

The above statements are intended to describe the general nature and level of work being performed by individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.