



HAMPSHIRE TOWNSHIP PARK DISTRICT ASSISTANT TEACHER EARLY CHILDHOOD

Job Title: **ASSISTANT TEACHER EARLY CHILDHOOD**
Department: Recreation/ Youth Education
Reports to: Little People Playtime Director / Day Care Director
FLSA: Non-exempt (part-time)

Summary

The Assistant Teacher is a part time, non-exempt, hourly position with duties both indoors and outdoors. The Assistant Teacher may have duties in either the Preschool or the Day Care. The Assistant Teacher will work with a group of children that may include infants, toddlers, preschool or Kindergarten age children. The Assistant Teacher must be available to attend Staff meeting, trainings, evaluations, and orientations, fulfill the annual 15 to 20 clock hours of continuing education according to the DCFS Standards. The Assistant Teacher will assist in the planning and executing the annual Open House if scheduled.

Essential Duties and Responsibilities

The Assistant Teacher respects and maintains confidentiality of all information received in connection with this position. The Assistant Teacher will work with a Lead Teacher and together as a team, plan age-appropriate activities: music/ movement activities; art/ craft projects; language; math; and science experiences. When incorporating the curriculum, it is essential that planning implements a variety of supervised activities for the children in a relaxed but organized atmosphere. The Assistant Teacher will utilize all available resources of Little People Playtime and its staff to ensure a smooth and effective delivery of services and will carry out the established policies of Little People Playtime. During COVID-19 the wearing of a facial covering is essential at all times within the building as is changing of shoes or using shoe covering upon entering the building. The Assistant Teacher will report to work fever-free and symptom free.

Safety and Risk Management

- Understand current COVID-19 symptoms for adult (self) and children
- Frequent twenty second hand washing
- Change shoes or wear shoe covering when entering the building
- Wear facial covering at all time in the building
- Wear PPE when performing increased cleaning/disinfecting/sanitizing
- Possess a working knowledge of emergency policies and procedures of Little People Playtime
- Participate in all scheduled safety drills
- Follow the security procedures of the building
- Able to perform duties with normal classroom noise
- Little or no exposure to chemicals

Physical and Environmental Considerations

Sitting-occasionally	Walking-frequently	Strength-1-50lbs
Climbing-occasionally	Balancing-frequently	Stooping-frequently
Kneeling-frequently	Crouching-frequently	Crawling-occasionally
Reaching-frequently	Handling-frequently	Feeling-occasionally

Supervisory Responsibilities

The Assistant Teacher shares the responsibility for the safety, welfare, supervision, and progress of the children in his/her care. The Assistant Teacher shall work with the Lead Teacher on establishing and displaying a daily schedule following and incorporating DCFS and Little People Playtime's time allotments. The Assistant Teacher will help create a monthly activity calendar and newsletter and post for parents. The Assistant Teacher may help compile the information for the Memory Book project.

Competencies

To perform this position successfully, the Assistant Teacher should demonstrate the following competencies:

- Safety and Security – Wear PPE; Use good safety awareness, judgment and follow policies; report potentially unsafe conditions; use equipment, following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival, documenting hours on TIME CLOCK PLUS
- Dependability – Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- Planning/Organizing – Prioritize and plan work activities and use time efficiently.
- Judgment – Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Problem Solving – Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations; and use reason even when dealing with emotional topics.
- Customer Service – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and try new things. Must have ability to deal with people and patrons under occasional stressful situations.
- Teamwork – Work cooperatively with Lead Teacher and other staff; put success of team above own interests; and support everyone's efforts to succeed.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Organizational Support – Follow policies and procedures.

Qualifications

- Finger printing and background check required by DCFS Standards before assuming duties
- Present a high school diploma or equivalency (GED)
- Present documentation of current CPR/first aid certification or obtain within 90 days of employment
- Flexible schedule for assuming part time duties
- Able to perform small housecleaning tasks to keep classroom/bathroom clean, neat, and sanitized

Physical Demands

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

While performing the duties of this job, the employee is occasionally required to stand, walk and sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception. Light housework is necessary to keep the classroom clean and void of clutter/trash. A report of scheduled and frequent disinfecting of toys and other equipment is kept current in the classroom by the Lead and Aide Instructional team.

Work Environment

The work environment during COVID-19 includes a heightened use of PPE, hand washing, cleaning, disinfecting, sanitizing along with the other 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.

Computer Skills

To perform this job successfully the Assistant Teacher must be familiar with the basic operation of Microsoft Word/Excel and the Park District email system. Familiarity with Zoom and Facebook for distance learning is encouraged. Follow BRIGHTWHEEL sign in/out procedures.

This job description is an outline of the job and does not represent all duties. Other duties can be assigned by the supervisor.

Employee Signature

Date

Director of Youth Education Signature

Date

Day Care Director

Date