

Position Posting

Posting Date 09.13.2017
Removal Date 10.13.2017

Posting Number: 17-270

Job Title: Assistant Teacher

Company Description: Wilson Infant Toddler Center (a Champions In The Making Daycare LLC site), Wilmington OH

Internship []

Part-time Position []

Full-time Position []

Postings remain active only thirty (30) days.

Employer: Wilson Infant Toddler Center (a Champions In The Making Daycare LLC site)

Contact Person: Call: 740-335-7282 and ask for Cathy Crowe or Teresa Borden for further information or to schedule an interview!

Duties: The Early Education Assistant Teacher is responsible for the academic, social-emotional growth and development of all children in their care, which may include infants, toddlers and/or preschoolers; develops partnerships with parents/caregivers to engage and encourage parent participation in program. Lead teacher also assumes responsibility for all ODJFS, Clinton County and Early Head Start CCP (as applicable) guidelines. The Lead Teacher is also responsible to ensure collaboration with local contracted agencies and working respectfully and collaboratively with other staff members.

The teacher will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our program employees. The teacher will demonstrate competency to perform functions that include:

ESSENTIAL JOB RESPONSIBILITIES

The classroom teacher's responsibilities chiefly fall within the following core functions, although s/he may perform other tasks as needed:

- A) Assisting lead teacher in planning, developing and implementing developmentally appropriate weekly lesson plans, including individualization.

- B) Curriculum Implementation
- C) Implementation of Conscious Discipline and positive discipline and guidance techniques.
- D) Provision of a safe and developmentally appropriate classroom environment that reflects the children's learning, growth and interests.
- E) As needed assist lead teacher in the assessment of children per guidelines of ODJFS and EHS-CCP (as applicable.)
- F) Support daily routines that support routines and adapting to the needs of all children in your care.
- G) Communication with families in a positive manner and providing an inviting environment to encourage parent participation.
- H) Assist lead teacher with the planning and implementation of parent teacher conferences 2x per year.
- I) Work with teacher, families and Family Liaison to ensure timely transition planning and orientation of children in and out of classroom.
- J) Ensures timely, accurate and complete agency records; including but not limited to: daily meal count and attendance records.
- K) Completes and reports any suspected child abuse.
- L) Completes daily health check of child.
- M) Works as a team with Lead Teachers and Center Assistants.
- N) Completes annual performance evaluation and professional development plan.
- O) As applicable with EHS-CCP completes onboarding and coaching plan.

ESSENTIAL JOB RESPONSIBILITIES

The classroom teacher's responsibilities chiefly fall within the following core functions, although s/he may perform other tasks as needed:

- A) Assisting lead teacher in planning, developing and implementing developmentally appropriate weekly lesson plans, including individualization.
- B) Curriculum Implementation
- C) Implementation of Conscious Discipline and positive discipline and guidance techniques.
- D) Provision of a safe and developmentally appropriate classroom environment that reflects the children's learning, growth and interests.
- E) As needed assist lead teacher in the assessment of children per guidelines of ODJFS and EHS-CCP (as applicable.)
- F) Support daily routines that support routines and adapting to the needs of all children in your care.
- G) Communication with families in a positive manner and providing an inviting environment to encourage parent participation.
- H) Assist lead teacher with the planning and implementation of parent teacher conferences 2x per year.
- I) Work with teacher, families and Family Liaison to ensure timely transition planning and orientation of children in and out of classroom.
- J) Ensures timely, accurate and complete agency records; including but not limited to: daily meal count and attendance records.
- K) Completes and reports any suspected child abuse.
- L) Completes daily health check of child.
- M) Works as a team with Lead Teachers and Center Assistants.
- N) Completes annual performance evaluation and professional development plan.
- O) As applicable with EHS-CCP completes onboarding and coaching plan.

- P) Provides functional training/feedback to all subs, interns and volunteers in classroom.
- Q) Reports all concerns regarding classroom, center or co-workers to direct supervisor-only. Does not gossip.
- R) Participates in on-going trainings, staff meetings and educational development opportunities as mandated by Agency.
- S) Any other duties as assigned.

Requirements:

- CDA or higher.
- Complete Professional Development Plan within 30 days of hire date
- Complete ODJFS Orientation within 30 days of hire date
- Must obtain 45 hours of in-service training including Child Abuse/Neglect Recognition and Reporting, Communicable Disease, First Aid, and CPR within the first three years of employment.
- Ensure minimum of 30 hours every two years in SUTQ trainings.
- Ability to lift a minimum of 40 pounds
- Basic computer literacy in email usage, word processing, internet navigation.
- Pass physical examination
- Sign a Non-Conviction Statement
- Pass BCI and FBI background checks
- Child Abuse Registry check
- Sex Offender Registry check
- U.S. Citizen
- 18 years of age or older
- Random drug test

Salary and Benefits as per Agency Personnel Policies
40 hrs/wk; 52 weeks a year.

We are an equal opportunity employer, committed to creating a diverse and healthy work place.

Please do not remove.

Contact Tom Payton, Career Services at Extension 2713 for additional copies. Regional Campuses should see their local Student Services contact for extra copies.