



## ASSISTANT TEACHER - Extended Day Job Description

**Status:**

This position is an hourly 9.25 month position and is considered an employee at will.

### Classroom

- Support the Lead Teacher in providing a safe and healthy classroom environment designed to maximize children's learning.
- Help to create and maintain a vibrant and engaging atmosphere for young children.
- Monitor, encourage, and engage in productive play/gross motor skill development on the playground and other indoor play areas.
- Model through speech and action our five core values: Resilience, Creativity, Exploration, Kindness, and Community.
- Interact, guide, and play with the children at their physical level.
- Actively participate in a lively literacy environment around lunchtime and follow CCPC Healthy Eating best practices for children.

### Staff/Team Member

- Communicate any concerns about children, colleagues, or facility directly to Director.
- If unable to come to work, secure a substitute from provided list and notify Directory immediately.

### Professional Expectations

- Engage in positive and clear interactions with Director, church and school staff, parents, and caregivers.
- Interact with colleagues in a positive and professional manner.
- Represent the School in a respectful and professional way at all times.
- Arrive for work on time and dressed appropriately.
- Accurately record your attendance, hours out, and hours added on your timesheet every morning.
- Complete all necessary OSSE health, safety, and professional development/educational trainings as required for facility licensing.

### Qualifications

- High School diploma and Child Development Associate (CDA) credential -OR- Associates or Bachelors Degree
- Current certification in CPR, AED and First Aid
- Completion of annual health, safety, and professional development/training as required for facility licensing by the DC Office of the State Superintendent for Education (OSSE)
- Fulfillment of DC government requirements for drug & alcohol screening and all necessary background checks
- Familiarity with Creative Curriculum