



FULL AND PART-TIME ASSISTANT TEACHERS

PRIMARY RESPONSIBILITIES

Implementing the daily program for children within an assigned age group, promoting the social, emotional, physical and intellectual growth of the children under his/her care. They maintain classroom records and update parents on the progress of their child on a daily basis while ensuring cleanliness and safety at all times. An Assistant Teacher is directed by and assists the Lead Classroom Teacher.

Essential Functions:

1. Assist the lead teacher in the daily program for children within assigned age group, which will encourage each child's growth in the areas of social, emotional, physical and intellectual development.
2. Establish and maintain a safe and healthy environment.
3. Prevent injuries and handle emergencies, accidents, and injuries appropriately when they occur.
4. Teach the class in a manner consistent with the philosophy and goals of the center.
5. Treat children with dignity and respect by recognizing and considering the background, special needs, and interests, style and pace of learning of each child.
6. Help children learn to think creatively, to solve problems independently, and to respect themselves and others.
7. Maintain room arrangement appropriate for age group
8. Maintain strict confidentiality regarding children, parents, staff and any school business.
9. Assist with preparing meals and snacks, feeding children, modeling table manners
10. Assist with diaper changing when needed.
11. Practice basic health screening of children on a daily basis i.e. injuries, marks, fevers etc.
12. Keep educational materials, equipment and the general room environment neat, safe and clean.
13. Maintain playground and indoor play area.
14. Perform all State licensing requirements, policies and procedures. Maintain NAEYC Accreditation.
15. Promote and maintain an appropriate and professional rapport and working relationships with other staff members.
16. Participate in all staff training sessions, meetings and programs.
17. Maintain professional conduct when working with families and staff, as well as visitors and the general public.

REQUIREMENTS FOR AN ASSISTANT TEACHER POSITION:

- ✓ At least 18 years of age
- ✓ Approved Shaken Baby Syndrome training
- ✓ Approved CPR and First Aid training
- ✓ Satisfactorily complete one course in early childhood education within 6 months of being hired. ["Introduction to the Childcare Profession" is the name of the non-credit approved course. Or a course for credit in Early Childhood education, or has completed an approved assistant childcare teacher training program.]

How to apply:

Send resume and letter of interest to

**Mrs. Tiffany Wolf, Director
Epiphany Learning Academy and Childcare
2160 Wauwatosa Avenue
Wauwatosa, WI 53213**