

Job Postings

Fill out the form below for each position you wish to post. Postings are reviewed by Council staff and posted within three business days of date submitted. Job openings will only be posted for TWO months unless the Child Care Council is notified otherwise.

Today's Date: *

January 3rd, 2022

Name of Agency/Program: *

Ascension of Christ Early Child Care Center

City: *

Beverly Hills, MI

Position/Job Title: *

Early Childhood Assistant Teacher

Job Description: *

Wage Status: Part-Time Dept: Childcare

Reports To: Lead Caregiver and Director

Hours:

25-35 hours per week

Benefits:

Concordia Retirement Plan

Concordia Disability and Survivor Plan

Paid Holidays

Primary Purpose:

Assist the Lead Teacher in implementing our Christian curriculum and providing direct supervision while assuring that each child is well cared for and safe. This will be achieved through a variety of teaching activities, providing spiritual guidance, quality developmental childcare, safety, physical and emotional care for the well being of all of our children.

Minimum Qualifications:

High School Diploma or GED.

Previous one (1) year of work experience in a child related field (preferred, but not required)

Current TB Test, First Aid, Blood-Borne Pathogens, and CPR Certification.

A Physical Statement from a physician certifying freedom from communicable diseases and job performance ability.

At least Eighteen (18) years of age or older.

Successful completion of a 90-day probationary period.

Ability to work flexible hours. Standard center "open" hours are Monday - Friday 7am – 6pm. May be required to come in early or stay late as needed.

Responsibilities and Duties:

General:

Knowledge and implementation of Michigan Childcare Guidelines and State Licensing for Childcare facilities.

Participate in professional development and training opportunities established by State guidelines.

Attend posted monthly staff meetings.

Maintain a minimum of 18 clock training hours as required by State guidelines.

Flexible to work in any capacity necessary to maintain ratio and safety of the program.

Work as a member of a team to ensure continuity of curriculum and the highest standard of quality in all classrooms.

Assist in all projects assigned by supervision.

Consistently demonstrate behavior that is professional, ethical, courteous, positive, and responsible to serve as a role model for our Children and other staff.

Able to perform emergency evacuation procedures with ease, including lifting/loading 3-4 infants into a crib with wheels and rolling the crib outside to safety.

Perform other functions as assigned by administration and/or Supervisors.

Interactions between Children and their families:

Supervise children at all times – observing and monitoring groups of children outdoors and indoors, year-round, assuring their health and safety – performing a name to face count every thirty (30) minutes.

Ensure that each child receives individual attention on a regular basis.

Provide positive guidance to assist children in their development of self-discipline.

Gather and document daily information on children's development and nutritional experiences.

Maintain a developmentally appropriate environment for children at all times.

Understand growth and development stages of assigned age group.

Show insight into child and adult behaviors.

Demonstrate good judgement when caring for children.

Present positive role model behavior.

Respond and interact with children in their play environments and at their eye level.

Communicate regularly with parents through daily greetings, verbal and/or written comments on Child's daily charting.

Able to maintain the highest degree of confidentiality regarding children, their families, and other staff members.

Daily tasks, responsibilities, and physical demands:

Assist Lead in planning and carrying out classroom activities.

Under supervision of Lead, assist with curriculum and daily lesson plans that are suitable for child's age, stage, and personal interest.

Assist in supervising and instructing substitutes assigned to the same classroom.

Assist with the daily housekeeping and playground upkeep as directed to maintain order of Center.

Share responsibility for the arrangement and maintenance of the room and equipment.

Familiar and able to perform emergency evacuation procedures with ease.

Monitor and report any hazardous conditions of building, grounds, and equipment to supervisors.

Maintain all care-giving standards established by Center.

Perform tasks related to all activities of the program (i.e., meals, art projects, activities, etc.)

Able to stoop, bend, and walk while carrying children.

Able to move from standing to sitting (and vice versa) without difficulty frequently throughout the day.)

Able to safely carry and lift children to and from changing tables.

Able to change diapers and administer medication according to State regulations and/or attend to all children's needs and assure their safety and security while on the changing table and in the classroom.

Able to change bedding and perform regular housekeeping tasks such as picking up toys, restocking supplies for each child, sweeping floors throughout the day, doing dishes, etc.

Able to handle multiple tasks and individual tasks and individual needs of 4 infants at one time – per state ratio.

Able to tolerate the typical sounds of an infant/young toddler room – i.e., babies crying, laughing, active play, etc.

Able to take children for stroller rides, indoors and outdoors – which would include placing babies in strollers and pushing the strollers.

Assist in managing the group under the supervision of the Lead Teacher.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of responsibilities, duties and skills that may be required. The Management reserves the right to add or change duties at any time.

Job Types: Full-time, Part-time

Applicants Reply to:

cookc@ascensionofchrist.org

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