

PRESCHOOL ASSISTANT TEACHER

KIDCENTRAL_{cny}

PRESCHOOL PROGRAM

Reports to: Executive Director and/or Assistant Director

Required Hours: Part-Time

hourly rate is commensurate with experience, years of service and educational background.

The Preschool Assistant Teacher is a part-time staff member who helps with classroom management, supervision of students within the program, and supports the lead teacher with engaging children in activities. As an Assistant Teacher, you will help with classroom activities, help with snack times and clean up, and ensure a safe and clean classroom at all times.

EDUCATION/REQUIREMENTS/EXPERIENCE

- Associates or higher in Early Childhood Education preferred
- **Must** be at least 18 years of age
- **Must** have a high school diploma *or* **must** have one year's experience working directly with children ages 3-5
- **Must** enjoy being with children and demonstrate a friendly personality
- **Must** be able to communicate well with others, including children, parents, and other staff members

- **Must** be punctual, reliable, and flexible
- **Must** be able to lift a minimum of 40 pounds on a consistent basis throughout the workday to at least waist high

RESPONSIBILITIES/DUTIES

- Be strong support for the children and teachers
- Assist the Lead Teacher with all tasks relating to the implementation of daily activities for the group
- Maintain safety and ensure the welfare of all enrolled children; supervision of children during all activities
- Promote the Philosophy, Mission and Vision of Kid Central CNY
- Assist in maintaining appropriate standards for children's discipline and behavior standards of Kid Central CNY
- Develop and maintain professional relationships with program co-workers, families, and other staff members
- Attend all staff meetings and other work related functions as required
- Perform daily tasks without reminders and with minimal supervision
- Circulate appropriately during all shifts to ensure proper supervision of children
- Engage children in games, conversation and age appropriate activities
- Encourage and enable children to be involved in a variety of activities, games, and art
- Maintain a calm and respectful voice and disposition when dealing with children, parents, and co-workers
- Be alert to the needs of children and what they are doing at all times
- Practice positive reinforcement to establish desired behaviors
- Follow dress code; stay neat and presentable
- Report all information relevant to the well being of the children and the program to Executive or Assistant Director immediately
- Be available to work vacation and school closure days, as needed.
- Know and follow all policies and procedures
- Participate in scheduled staff meetings and trainings
- Assist in daily set-up and clean-up of program area
- Other responsibilities as assigned

EXPECTATIONS

- Serve as a positive role model, uphold professional behavior, and work closely with all staff and participants in a team-based, respectful setting
- Employment clearance through Kid Central CNY, LLC and OCFS; this includes but is **not** limited to fingerprinting and drug testing

*Kid Central CNY, LLC is an Equal Opportunity Employer and a ministry of **North Central Church** northcentral.org. We believe God has purposefully and perfectly positioned us in north central New York to partner with and support families.*

Kid Central CNY, LLC. Office Hours: M-F 9a-3p
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