

**CORVALLIS COMMUNITY CHILDREN'S CENTERS, INC.**  
**JOB DESCRIPTION**  
**Assistant Teacher**

SUPERVISOR: Site Director.

PERSONS SUPERVISED: None.

FAIR LABOR STANDARDS ACT WAGE CLASSIFICATION: Non-exempt.

**MINIMUM QUALIFICATIONS:**

- At least 18 years of age.
- High school diploma or equivalent, or making documented progress towards diploma/equivalent.
- Physical ability to perform required duties including lifting at least 25 pounds, kneeling, bending and sitting on floor to attend to children's needs.
- Enrollment in Criminal History Registry (to be maintained throughout employment).
- To be completed prior to end of 90-day trial service and renewed as required:
  - Benton County Food Handler's Permit.
  - Age-appropriate First Aid and CPR certification.
  - Child Abuse Recognition & Reporting Class.

**PREFERRED QUALIFICATIONS:**

- Education in child development (high school or college courses, community workshops).
- Additional experience in infant/toddler/preschool-age certified program(s).
- Enrollment in Pathways and/or the Oregon Registry professional recognition system.

**JOB SUMMARY:**

- Assists with daily child care activities for the assigned classroom or group under the direction of Head Teacher and/or Teacher.
- Assists with implementing curriculum plan developed by Head Teacher for assigned classroom(s) and/or program area.

**DUTIES AND RESPONSIBILITIES:**

**Classroom:**

- Supervise and monitor children individually and as a group at all times (classroom, field trips, playground).
- Assist with implementation of daily activities for children based on written lesson plan developed by Head Teacher, in accordance with the philosophical beliefs of CCCC, CCD regulations, and knowledge of individual children's needs and interests.
- Assist children with routines including meals and personal care (diapering, toileting, hand-washing, resting) as appropriate to the age and development of each child.
- Maintain a clean, neat area.
- Follow CCCC's *Guidance & Discipline Procedures* to address challenging or inappropriate classroom behavior.
- Inform Head Teacher about daily activities of the assigned children.
- Clean and organize materials, classrooms and other workspaces on a rotating basis or as assigned.
- Respond appropriately to crisis or emergency situations that may occur, including accidents or injuries, and properly document any such incidents.
- Follow all state policies and regulations related to the provision of child care.

**Program:**

- Maintain the confidentiality of information on each child, family, and staff member, in and out of the Center.
- Participate in team meetings at the Center as scheduled and in monthly all-Center meetings.
- Provide feedback to support evaluation process of teaching team members.
- Notify Site Director if unable to work as scheduled and follow established procedures to obtain shift coverage as described in *Employee Handbook*.
- Communicate to Site Director any concerns or suggestions regarding operation of the child care program including staff performance, morale, professional goals and development, parent concerns, and maintenance of the facilities.
- Comply with child abuse reporting laws and CCCC reporting policies.
- Maintain membership in professional associations and required continuing education.
- Perform other duties as assigned by supervisor.

**ADDITIONAL RESPONSIBILITIES:**

CCCC provides general guidelines for all employees to implement consistent expectations for all staff, maintain a professional environment, and provide a model early childhood education program for the children and families.

**Classroom:**

- Interact appropriately with each child.
- Make sure each child is safe and included in the routine caregiving and program activities.
- Follow health and safety policies, and make improvement recommendations to supervisor.
- Be familiar with and implement procedures required for operation of a child care center in the State of Oregon.

**Parents:**

- Interact with parents in a friendly, supportive manner.
- Protect the confidentiality of all information on each family and child.

**Center:**

- Carry out assigned duties and responsibilities in a prompt and efficient manner.
- Protect the confidentiality of all information on each staff member.
- Maintain regular and open communication with other staff members and provide feedback at appropriate times and in a tactful manner, avoiding gossip or rumors regarding children, families, other staff, or CCCC operations.
- Follow appropriate written venting and/or grievance procedures to address problems and concerns.
- Keep supervisor informed of significant communications or events concerning children or families.
- Discuss needs for training or professional development with supervisor.
- Report to work on time and properly sign in and out daily.
- Attend and participate in functions concerning the centers as requested by supervisor.

\_\_\_\_\_  
Employee Signature

Date\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

Date\_\_\_\_\_

*JD assist teacher090706*