



## Childcare Assistant Job Description

### Childcare Assistant

A Childcare Assistant will assist the lead teacher in planning and implementing the curriculum and assessing the needs of children in care throughout the day. Assistants are crucial to any child care setting and can be the “oil” that keeps the “machine” running smoothly. Assistants are responsible for maintaining the harmony in a classroom, providing support for the Lead Teacher, and for sharing in the care, safety and healthy development of children in the group. In order to best accomplish this, Assistants need to learn the routine of the day for every classroom, the needs of the children and the methods of the Lead Teacher to be able to anticipate what needs to be done at any given moment. The Lead Teacher and the Assistant should work together as a team, with the Assistant following the lead of the Teacher. However, the Assistant should be ready and able to jump in and teach or take a more active role in the classroom at any time depending on the needs of the classroom and the happenings of the day. This is a 20-40 hour per week position with varying hours. Some evenings and/or weekends may be required for training purposes.

### RESPONSIBILITIES OF AN ASSISTANT INCLUDE:

- Maintaining clean and orderly rooms
- Setting up activities for table and art activities
- Cleaning up after activities have been completed
- Preparing children for snack, meals and transition times
- Assisting the Lead Teacher as needed with duties such as: replacing name tags, discarding, sorting and replacing equipment, making suggestions that are helpful and supportive to the Lead Teacher, decorating bulletin boards, routine filing, cleaning tasks, etc.
- Contributing to the program by telling or reading stories, planning group experiences, crafts or projects
- Participating in planning units and special events
- Preparing projects and activities that reinforce themes and extended learning independently and under the direction of a lead teachers
- Being attentive to health, sanitation, nutrition and safety at all times
- Dressing and conducting one’s self in a professional manner
- Sit with children at meal times implementing “Family Style Meals” (see employee handbook.)
- Follow policies regarding the customer experience as outlined in our employee manual.

### QUALIFICATIONS: An assistant must meet or be willing to meet:

- Be prepared to provide records of any of the following upon request.
- A high school diploma/GED
- Experience working in a child care setting. At least 1 year preferred.
- Child, infant & adult CPR training, First Aid, Mandatory Child Abuse Reporting, Universal Precautions training, and Essential Training is required by Iowa licensing laws within 6 months of hire. Current certification cards must be submitted at the time of hire or enrollment in a class must be arranged. All trainings and certifications must be kept up to date.
- Has never been convicted of child abuse or neglect, or any felony.
- Physical Examination complete on form provided
- Background check must not have any violations
- Must be able to be active in the classroom including sitting, bending, and lifting.