



fostering inclusive communities
where children and adults, with and without disabilities,
gather, learn, and flourish

THE FRAZER CENTER JOB DESCRIPTION

TITLE: Assistant Teacher-Floater

CATEGORY: Non-Exempt

DEPARTMENT: Children's Program

REPORTS TO: Lead Teacher

SUMMARY OF FUNCTIONS: Assists the Lead Teacher in the implementation of age and developmentally appropriate educational activities for a class of 7 to 20 children with and without disabilities.

MAJOR DUTIES AND RESPONSIBILITIES

- Assists in daily implementation of age and developmentally appropriate activities that address the needs of all children.
- Assists in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Responsible for completing, illness/incident reports.
- Responsible for the daily opening and/or closing duties for the classroom.
- Responsible for diapering and toileting children as well as changing soiled clothes.
- Responsible for the daily safety and supervision of ALL children regardless of assigned classroom.
- Upholds and represents center philosophy, policies, and regulations to parents, visitors, and others.
- Adheres to all policies and procedures as described in the Teacher Handbook.
- Performs other duties as assigned

PHYSICAL FUNCTIONS

- Must be able to lift a minimum of 50 pounds
- Reaching
- Lifting from floor to chest level
- Sitting on classroom floor
- Pushing

ORGANIZATIONAL RELATIONSHIPS

Reports to and is under the supervision of the Lead Teacher. The individual interacts with all ancillary personnel, including therapists, Instructional Coordinator, Asst. Director and Director.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Educational and Training: Minimum of High School Diploma/GED with Child Development Associate (CDA) required; must complete Infant/Child CPR and First Aid Certification (must be kept up to date); complete DECAL and NAEYC child care training and additional training specific to curriculum and intervention program. Knowledgeable of “best practices” as it pertains to Bright from the Start: Department of Early Care and Learning licensing regulations, the Creative Curriculum, Quality Rated, and NAEYC standards.

Experience: Prefer minimum of one year of experience working in structured educational setting with children birth to five and training or experience with children who have disabilities.

Signature

Date

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