Assistant Teacher Job Description: Floater

JOB CLASSIFICATION

Teaching Staff: ELC

POSITION SUMMARY

Lititz Christian School is a Christ-centered, family-oriented environment where teachers and staff are valued, supported, and equipped to educate and care for the children entrusted to us. The Assistant Teacher (Floater) provides consistent support across classrooms, stepping in where needed to maintain safe ratios, smooth daily operations, and a nurturing, engaging learning environment. This role partners closely with Lead Teachers and Administration to ensure continuity of care and excellence in programming.

QUALIFICATIONS

An Assistant Teacher must:

- Have a high school diploma or equivalent education plus 2 years of documented childcare experience **OR** meet one of the following:
    - Current CDA Certificate (or actively working toward a CDA or Associate Degree in Early Childhood Education with approved Temporary Waiver from ACSI)
    - Associate or Bachelor Degree in a related field
- Have a minimum of 2,500 documented childcare hours (or equivalent education coursework completed)
- Maintain current background clearances (FBI fingerprinting, PA State Police Criminal Record Check, Child Abuse Clearance, and NSOR)
- Maintain current Pediatric First Aid/CPR and Mandated Reporter certification
- Complete a TB test and physical upon hire and every two years thereafter
- Complete all training required by DHS, ACSI, and Keystone STARS
- Be mentally and physically capable of supervising and caring for children independently in a classroom setting
- Be able to kneel, bend, squat, lift, push, pull, and carry children up to 50 lbs
- Demonstrate strong work ethic, punctuality, and reliability
- Have dependable transportation
- Be available to work assigned hours to maintain ratio (until 5:30 PM if needed)

EXPECTATIONS

Assistant Teachers are expected to:

- Ensure the safety and well-being of each child by responding to emotional, social, physical, and educational needs
- Provide warm, nurturing, and developmentally appropriate care
- Serve as a positive Christian role model for children, families, and coworkers
- Follow all DHS licensing regulations and accreditation standards
- Utilize developmentally appropriate practice and best-practice methods
- Provide excellent customer service and maintain professionalism at all times
- Adhere to the NAEYC Code of Ethical Conduct's Statement of Commitment

RESPONSIBILITIES AND DUTIES

Including, but not limited to:

- Provide classroom coverage and support in multiple classrooms as assigned
- Assist the Director and Lead Teachers with supervision and engagement of children
- Maintain required teacher-to-child ratios at all times
- Supervise children and ensure safety in classroom, playground, and all program areas
- Assist children with activities of daily living (restroom use, handwashing, meals, rest time)
- Engage children in play and learning experiences that promote development
- Assist the Lead Teacher in planning and implementing developmentally appropriate activities
- Support child observations, screenings, assessments, and parent conferences as requested
- Create and maintain a clean, organized, and welcoming classroom environment
- Communicate professionally and positively with parents daily
- Complete required documentation including attendance, daily reports, and BrightWheel entries
- Attend required staff meetings, trainings, and occasional family/school events
- Communicate regularly with the Lead Teacher and Administration regarding classroom needs
- Maintain a professional self-image and reflect the values of Lititz Christian School at all times

IMMEDIATE SUPERVISOR

Assistant Teachers report directly to the Lead Teacher in their assigned classroom and to the Assistant Director/Director regarding children, staff concerns, or center policies.

ACKNOWLEDGEMENT OF RECEIPT

This job description serves as a general guideline and does not include all responsibilities that may be required.

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Signature Printed Name Date

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Supervisor Printed Name Date