



Assistant Infant Teacher Job Description

JOB CLASSIFICATION

Teaching Staff: ELC

RESPONSIBILITIES AND DUTIES

Including, but not limited to, the following:

- Be the primary caregiver for up to four children in the classroom
- Assist children with activities of daily life (restroom use, diapering, hand washing)
- Appropriately supervise children while keeping them safe at all times
- Engage children in activities and play that stimulates their development
- Approach parents daily and speak with them about their child(ren)
- Create and maintain an environment that is clean, organized, and safe for all children
- Establish a professional level of rapport with each family in order to provide quality care and friendly service
- Assist the Lead Teacher in Planning and implementing daily activities that are developmentally appropriate for infants (assisting with monthly age-appropriate lesson plans)
- Assist the Lead Teacher with Child Observations and Assessments and Parent-Teacher Conferences
- Attend and engage in occasional parent participation events and other events that may be on nights and/or weekends
- Assist with the completion of daily sheets and the daily activities pertaining to eating, sleeping, and diaper changing
- Communicate with the Lead Teacher and Infant Room Team regarding all aspects of the children's care as well as classroom management
- Maintain a professional self-image and project the values of the organization at all times

QUALIFICATIONS

An Assistant Infant Teacher must:

- Have a high school diploma or equivalent education plus 2 years of documented childcare experience
- Have a current CDA Certificate (or working toward a CDA or Associate Degree in Early Educ.)
- Keep background checks current (FBI fingerprinting, state police criminal record check and child abuse clearance)
- Keep Pediatric First Aid/CPR certification current
- Complete a Tuberculosis test and physical and provide a physician's documentation of both upon hire and submit a new completed physical every 2 years

- Complete all training as required by DHS, ACSI and Keystone STARS and follow all guidelines for licensing and accreditation
- Be mentally and physically capable of caring for a large group of children alone in a classroom (1:4 teacher to infant ratio, room capacity of 16 total infants)
- Possess a strong work ethic, be punctual, and have minimal absences
- Have an awareness of the unique needs of infants and have appropriate expectations of their abilities
- Be able to kneel, bend, squat, lift, push, pull, and carry children up to 35 lbs.
- Be available to work the hours needed to meet the ratios (until 6:00pm if needed)
- Have dependable transportation

REQUIRED EXPECTATIONS

- Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs
- Be warm and nurturing with the children
- Utilize developmentally appropriate practice and best practice methods at all times
- Be a positive, Christian role model for all coworkers and children
- Provide excellent customer service and show professionalism
- Follow the NAEYC Code of Ethical Conduct’s Statement of Commitment at all times

IMMEDIATE SUPERVISOR

- Assistant Teachers are under the supervision of the Lead Teacher in the classroom and report directly to the Assistant Director/Director with any questions or concerns they have regarding the children or center policy.

Please keep in mind that the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of a Lead Teacher.

Signature	Printed Name	Date
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Witness	Printed Name	Date
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