

An Assistant Teacher is responsible for assisting with the supervision and management of a class of children; planning and executing the educational program in accordance with the purpose, mission and goals of The Deerwood Academy.

Qualifications

Professionally prepared as an assistant teacher in the field of early childhood education and/or child development; meeting the requirements of The Department of Children and Families and accrediting organizations. An Assistant Teacher must be warm, sensitive and mature individual who relates well to children and adults.

EDUCATION AND OTHER REQUIREMENTS:

- Holds a High School diploma, or equivalent
- At least 18 years of age (25 if responsibility includes driving the van)
- Knowledge and understanding of all current Florida rules and regulations, as per The Department of Children and Families
- Has 1 year minimum experience in childcare or elementary school classroom
- Maintains The Department of Children and Families 10 training hours per annual requirements
- Completed the 45 hours, including Early Literacy, as per The Department of Children and Families

Skills

CLASSROOM RESPONSIBILITIES INCLUDE, BUT NOT LIMITED, TO THE FOLLOWING:

- Provides a positive and nurturing environment for the children
- Preserves positive parent relationships without utilizing “gossip”
- Speaks with a calm and gentle voice and remains as a positive role model
- Listens carefully and respectfully
- A problem solver to both children and co-workers
- Utilizes teachable moments with children
- Interacts, at the child’s eye level with all children
- Maintains classroom design; Manipulatives on shelving units, children’s art work & centers
- Supports and celebrates every culture
- Follows posted class schedule
- Update parent information and teacher information board
- Manages transitions from one activity to another
- Responding to the needs of each child
- Provide direct supervision to a specific group of children, and be present with that group of children at all times
- Utilizes re-direction and positive discipline
- Encouraging children to make positive choices throughout the day
- Be able to perform additional task as job demands

Physical

AN ASSISTANT TEACHER MUST HAVE THE ABILITY TO:

- Stand, up to, 90% of your scheduled day
- Lift up to 40 pounds; repetitive bending, stretching and stooping; frequently lifting, carry and hold infants and children.
- Climb up and down stairs
- Work with children on the floor
- Work outdoors in a variety of weather elements
- Perform light cleaning duties
- Push emergency evacuation cribs with at least 4 infants in the crib
- Maintain both CPR and First Aid
- Be able and willing to use an Epi-Pen when an emergency arises

Universal Objectives

- Communicate in a concise and effective manner
- Exercise tact, discretion and confidentiality
- Conform to an established work schedule
- Complete and submit signed incident reports and children attendance sheets
- Do not, in any way, participate in gossip with co-workers
- Open to new ideas, change and be flexible and adaptive
- Participate in extra-curricular activities sponsored by The Deerwood Academy
- Consistently attend training sessions and staff meetings, required by the state and director
- Show willingness to advance in self-development through professional growth
- Use good judgment to handle crisis situations and usage of correct supervision
- Able and willing to accept direction, feedback and corrective criticism
- Lead by example; be willing to lead class in other teachers absence