



1010

EARLY CHILDHOOD CENTER

Jewish Community Center – Wilmington

JOB DESCRIPTION

ECC Assistant Teachers

Responsibilities will include, but will not be limited to, the following:

- Assisting in planning and implementing the daily program under the direction of the lead teacher.
- Assisting in planning and preparing the learning environment, setting up interest centers and preparing needed materials and supplies.
- Assist in contributing to classroom observation and assessment.
- Treating each child with dignity and respect and utilizing positive guidance techniques.
- Assume primary supervision of the classroom when the lead teacher is not present.
- Check mailbox and Siegel JCC email daily understanding that they are responsible for information communicated through these platforms.
- Assist in engaging and maintaining positive communications with families.
- Assisting in daily communications via Tadpoles (including regularly checking Tadpole “Sticky Notes”) and contributing to weekly classroom newsletters.
- Being on time and ready to work with children in a positive and professional manner.
- Assist in maintaining classroom cleanliness and organization that meet licensing and NAEYC standard.
- Actively engaging in Professional Development which may include (but not limited to): monthly staff meetings, Professional Development Days as well as any other recommended trainings programs and conferences.
- Appropriately submitting time off requests and following current “Calling Out” procedures as outlined in Staff Operations Manual.
- Maintaining professional behavior and confidentiality at all times.
- Assisting in the implementation of State Licensing regulations under the supervision of the classroom lead teacher.
- Fulfill any other additional responsibilities as directed by Early Childhood Center Director, Curriculum Coordinators and Administrative Assistants.

Employee's Signature: _____ **Date:** _____

Administrator Signature: _____

ESSENTIAL RESPONSIBILITIES:

All staff members must be able:

1. To perform essential duties, have the appropriate education and/or experience, language skills, math skills, reasoning ability, other skills and abilities, and meet the physical demands in the ECC work environment as defined by the ECC job descriptions (see next section.)
2. To abide by the guidelines established in this manual including Program Philosophy and Goals
3. To ensure the well-being of each child in the program by providing the adequate supervision and support necessary for their safety and educational and emotional development.
4. To communicate professionally and effectively with families and build a relationship based on integrity and trust.
5. To be punctual and dependable. Making sure to communicate any deviations from contracted schedule.
6. To attend all staff meetings and in-services throughout the year.
7. To meet all applicable requirements by Delaware State Office of Childcare Licensing and other agencies and authorities.
8. Participate as a member of a positive work environment that supports all co-workers; know your immediate supervisor and respond to their direction in a willing manner.
9. To foster an environment (and know where to find information) that celebrates Jewish culture and awareness
10. To help enforce ECC policies such as sick policies, drop off/pick up procedures, kosher policies, lunch food policies, etc.
11. To have a working knowledge of our ECC curriculum as outlined in this manual.
12. To have a working knowledge of the NAEYC standards that must be maintained in our program at all times. These standards will be reviewed yearly.
13. To have knowledge (and know where to find) of all policies and procedures: JCC, ECC, DELACARE, NAEYC, etc.
14. For the purposes of demonstrating Professionalism and Best Practices in Early Childhood Education at all times.
15. To always display a positive and professional attitude towards our program when engaging in conversation with parents and members outside of our early childhood community. Negative concerns should be expressed directly to a member of the Leadership Team.
16. To display knowledge and understanding of the developmental levels of the age group with whom you are working.
17. To use time in productive and appropriate ways
18. All staff members are responsible for knowing the procedures for reporting child abuse. The statewide toll-free number for reporting child abuse is 1-800-962-2873. Reports of suspected and actual cases of child physical abuse, sexual abuse, and neglect received through the Abuse Registry number are referred to the Department of Health and Rehabilitative Services for investigation. Anyone who knows or has reasonable cause to suspect child abuse or neglect is required to report that abuse or neglect. Any person failing to report, knowingly preventing another from doing so or making a false report is guilty of a second-degree misdemeanor and may be prosecuted.