



**Position Title:** Support Teacher  
Erwin Child & Family Center

**Reporting Relationships:**

Reports directly to Classroom Lead Teacher

**General Summary of Duties:**

Primary responsibility is to work closely with the children under the direct supervision of the teacher. Responsible for assisting in the implementing the daily activity program for the children in the classroom. Works closely with other staff as needed to provide a varied and enriched program for children. Willingness to work in team approach with classroom team, collaboration with team members and families.

**Essential Responsibilities or Functions of the Position:**

1. Responsible for actively participating in planning daily activities of the child care program. Responsible to create an inviting learning environment: anticipates problems and redirects, prepare each day's activities, be able to meet and respond to individual children's individual needs and interests.
2. Is knowledgeable of child development and is aware of developmental levels and changes.
3. Works with the other staff in implementing daily program. Assumes a fair share of the workload. Communicates with team members directly, avoids gossip.
4. Assists in the preparation of materials in the classroom. Provides materials for all key experiences.
5. Completes all necessary record keeping.
6. Follows all childcare center regulations, agency and program policies and procedures, and Health Department regulations.
7. Maintains vigilance about health and safety concerns including taking universal health precautions when changing diapers, treating wounds, serving food, etc. Enforces hand washing routine before meals, before cooking and whenever else necessary; continually sanitizes toys; follows correct procedures for dish washing; monitors the cleanliness of the environment and sweeps, vacuums and mops as needed; pays attention to maintaining a clear access to fire exits.
8. Demonstrates a concern for each child, by fostering their well-being and self-esteem, providing nurturing and enriching care (i.e. reinforces positive behavior, friendly, warm, and affectionate, uses a modulated, appropriate voice).
9. Fosters family communication by sharing positive information about the child and the program verbally and in writing. Is responsible to be available and approachable with parents, listen and respond well to parents.
10. Is an appropriate role model; remains calm in a tense situation, avoids stereotyping and labeling, promotes self-esteem in communications.
11. Approach and receive feedback with an open attitude, focusing on growth and skill development, set goals for self-development.
12. Actively participate in achieving additional education and professional growth through coursework, training, workshops and/or reading professional literature.
13. Maintains confidentiality expectations in regard to program, children, families and coworkers.
14. Gives primary consideration to the health and safety of children.
15. Maintain CPR and Standard First Aid certifications to ensure preparedness to respond to health emergencies.

16. Promotes the center and program within the community. Attends and participates in staff meetings and required center events.
17. Participates as a Mentor staff to new employees per policy. Provides guidance, support, and observations to new staff during orientation period as their Mentor.
18. Responsible to complete any other tasks related to the management of the program as assigned by the Education Coordinator, Assistant Director, Center Director and/or Teacher, including providing coverage in another area of the program in order to ensure ratios are maintained.

**Typical Physical Demands:**

Lifts and carries children weighing up to 35 pounds. Stands, sits and moves around while supervising children at play in outdoor areas, and while participating in indoor activities. Lifting, carrying and moving program supplies and equipment as needed. Biannual physical and Mantoux TB test required. OSHA Bloodborne Pathogens: Category I.

**Typical Working Conditions:**

Most work is performed in an indoor classroom setting. Accompanies children outdoors daily for such activities as playtime, games, walks, field trips, though not severely inclement weather, extremely cold or hot.

**Knowledge, Skills, Abilities:**

Trained and experienced to carry out the functions of an assistant to the teacher for a child care program. Must be mature (at least 18 years of age), in good physical and mental health, of good character, and possess suitable personal qualifications (Child Care Regulations 418.14 [a]).

**Education/Experience:**

Minimum of High School Diploma or GED. Must also have Child Development Associate (CDA), Certified Childcare Professional (CCP) or comparable credential approved by the state and 1 year childcare experience a minimum of 6 credits in Early Childhood Education and 6 months of experience in childcare **OR** 3 credits in Early Childhood Education and 1 year experience in childcare preferred. The credits may be waived by Director if the person has a proven work history with the Center. For NECPA accreditation, the Center can only waive this criteria up to 33% total Support Teachers.

**Background Check:**

Must meet the requirements of the School Age Care, Day Care, and/or Mental Health Regulations regarding a State Central Register Clearance regarding history of abuse/maltreatment of children and Criminal History Review for criminal convictions.

**Employee Acknowledgment:**

I have read this job description and understand the responsibilities as stated and have received a copy.

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**Employee Signature**

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**Date**