

CalvaryPHX Early Learning Center

Assistant Teacher Job Description

Job Description:

The Assistant Teacher will supervise and ensure the safety and well-being of children at all times. Assistant Teacher will assist the Lead Teacher in any way possible including but not limited to: Preparing and setting up activities, implementing portions of the daily program as directed by the lead teacher, assist in keeping the classroom, and storage areas, clean, neat, and orderly, assisting with diapering and potty training in certain age groups and will attend all staff meetings and any school related event.

Mission Statement:

At the CalvaryPHX Early Learning Center, we believe that community transformation starts at home, where strong families build strong communities. Therefore, we will provide an environment in which parents entrust the developmental needs of their children to forge relationships that can last a lifetime. We are committed to providing researched, faith-based curriculum that aligns with the Arizona Early Learning Standards (ELS).

Required Qualifications:

- Must have at least 12 ECE Units OR Minimum 6 months experience in a licensed early childhood setting
- Team player, multi-tasker
- Organizational skills
- Flexible
- Great customer service skills to communicate effectively with staff and students
- Valid Fingerprint Clearance Card
- Current TB Skin Test
- CPR/First Aid Certification

Responsibilities

- Ensure the safety of all the children at all times
- Able to sit, stand, lift and 30 lbs on occasion
- Preparing and setting up activities
- Attending staff meetings and school related events
- Implement daily lessons when lead teacher is absent
- Assist in keeping the classroom, storage area, neat, cleaned and orderly