

**TITLE:** ASSISTANT TEACHER

**REPORTS TO:** Learning Center Site Manager

**SUPERVISES:** None

**SALARY LEVEL:** Non-Exempt

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**POSITION SUMMARY**

Assists the teaching staff with daily routine, program implementation, and supervision and safety of children. In all dealings with the public, members and employees responsibility or ownership is taken and timely follow up is done on pending issues

**ESSENTIAL JOB FUNCTIONS:**

1. **COMMUNICATION:** Communicates appropriately (verbal and written) with children, parents/families, teaching and management teams.
2. **DAILY ACTIVITIES:** Assists in program implementation by facilitating developmentally appropriate learning experiences that recognize age/diversity specific needs/issues of customers served.
3. **DOCUMENTATION:** Completes forms and records related to children's development and learning experiences. Documentation includes children's original work, photographs, anecdotal records and other appropriate recording tools.
4. **CLASSROOM ENVIRONMENT:** Assists in creating and maintaining a safe, organized, well supplied and varied learning environment.
5. **HEALTH & SAFETY:** Assists in maintaining a safe and healthy environment through adequate supervision of children and implementation of infection control procedures. Helps to ensure the safety of equipment and materials. Maintains a first aid kit.
6. **TRAINING & EDUCATION:** Current infant/child CPR/first aid certification. Meets licensing requirements and NAEYC accreditation standards for continuing education. Completes required yearly CU1 trainings.
7. **CLASSROOM OPERATIONS:** Complies with licensing and NAEYC Accreditation standards while implementing Developmentally Appropriate Practice.

**ADDITIONAL RESPONSIBILITIES:**

8. Meets the current standards as established for the department or branch in the completion of all assigned duties.
9. Performs other related duties as required.

### **IDENTIFIED COMPETENCIES**

10. Completes initial and annual Competency Plan for assigned job and department.

### **CORE VALUES**

11. Demonstrates personal and interpersonal qualities that support mission statement of Credit Union 1.

### **ESSENTIAL JOB QUALIFICATIONS: (Any equivalent Combination of Knowledge, Skills, Abilities, Education, and Experience)**

1. **Education:** High school diploma or equivalent required.
2. **Experience:** Child care experience is preferred.
3. **Licensure/Certification:** Adult, Infant and Child CPR/ First Aid required.
4. **Other Qualifications:** N/A
5. **Attendance:** Regular attendance is a requirement of this position.
6. **English Language:** Must be able to read, write, and speak English.
7. **NAEYC** basic membership will be purchased for employee following 6 months of employment if they do already have a membership. If they already have a membership, the renewal will be paid by the credit union if they are still employed here.
8. Responsible for abiding and complying with the policy for compliance with the Bank Secrecy Act and anti-money laundering laws and regulations (BSA/AML) and the policy for compliance with office of foreign assets control laws and regulations (OFAC).

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This Job Description reflects Credit Union 1 Learning Center's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Printed Name: _____	Date: _____
Employee Signature: _____	SSN: _____

**IN AN 8 HOUR WORKDAY, THIS JOB REQUIRES:**

**N = NEVER** (0 hours per day)  
**R = RARELY** (less than 1/2 hours per day)  
**O = OCCASIONALLY** (1/2 to 2.5 hours per day)  
**F = FREQUENTLY** (2.5 to 5.5 hours per day)  
**C = CONTINUALLY** (5.5 to 8 hours per day)

**WORKING  
 CONDITIONS/ENVIRONMENT**

**I. LIFTING/CARRYING** (Amount of force exerted to lift and/or carry)

1 - 10 lbs.	C
11 - 20 lbs.	C
21 - 35 lbs.	F
36 - 50 lbs.	O
51 - 75 lbs.	R
76 - 100 lbs.	N

**II. PUSHING/PULLING** (Amount of force exerted to push and/or pull)

1 - 10 lbs.	F
11 - 20 lbs.	F
21 - 35 lbs.	O
36 - 50 lbs.	R
51 - 75 lbs.	N
76 - 100 lbs.	N

**III. POSTURES/MOVEMENTS**

Sitting	O
Standing	C
Walking	C

Stooping, kneeling, crouching and/or crawling	R
Reaching and /or grasping	O
Hand/finger dexterity	C
Climbing and/or balancing	R
Carrying, pushing and/or pulling	O

<b>IV. COGNITIVE/SENSITIVE</b>	
Talking C	
Hearing C	
Sight (Addendum: acuity, color blindness) C	
Smelling/tasting R	

**OCCUPATIONAL ASPECTS**

<b>A. WORK ENVIRONMENT</b>	
Working Inside C	
Working Outside O	
Changing Temperatures N	
Wet/Humid Conditions N	

Areas of dust, odors, mist, gases or other airborne matter N	
Mechanical, electrical and/or other hazards N	
Confined Spaces N	

<b>B. OTHER ASPECTS</b>	
Infectious Agents N	
Chemicals N	

<b>C. Special Equipment/Clothing</b>	
Special Equipment or Clothing R	

The above is intended to describe the general content of, and requirements for, the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements.