



Joy Child Development Center  
10111 East Eagle River Loop Road  
Eagle River, Alaska 99577  
907-694-2755  
Fax: 907-694-1467

<b>Employee</b>	
<b>Job Title</b>	Assistant Teacher
<b>Age Group</b>	
<b>Employment</b>	Full Time
<b>Overtime Status</b>	Nonexempt
<b>Wages</b>	\$17.00-\$19.00 per hour DOE
<b>Hours</b>	Between the hours of 7:00am to 5:30pm
<b>Reports to</b>	Director or Assistant Director
<b>Date of Hire</b>	

### **Job Overview:**

Assistant Teachers will assist lead teachers in implementing lessons according to our assigned curriculum.

It is the job of the assistant teacher to step in for the leads in case of absences and fill in for classrooms as needed. The assistant teachers are responsible for assisting the lead teachers in daily activities within the center.

### **Roles/ Responsibilities:**

- Communicate effectively with other staff, children, and families
- Implement lesson plans based on the assigned curriculum and lesson plans designed by the lead teacher.
- Ensure implemented daily lessons and learning activities are planned to recognize age, diversity, culture, and any specific needs of the children

**\*\*This institution is an equal opportunity employer\*\***

- Assist in completing necessary documentation related to the development, safety, learning experiences, and behavior of the children. This may also include written or photographic records of their work
  - Create and maintain an organized, well-supplied, and varied learning environment •
- Maintain a safe and healthy environment with adequate supervision of children and implementation of appropriate hygiene and infection control plans
- Ensure mandatory safety equipment and first aid kit are available at all times • Clean tables with soap and bleach solutions before and after all meals, after art projects, and every evening when closing
  - Model family style dining and appropriate classroom/ social manners
  - Call roll for meal counts for breakfast, lunch, and afternoon snack
  - Maintain all confidentiality rules by not disclosing any information regarding a child, family, or staff whether verbally, written, or on social media (photo release consent will be noted if given to a child and photos should be taken off JCDC equipment)
  - Come to work on time and prepared for the day
  - Attend mandatory professional development trainings and staff meetings
  - Assist in diapering, potty training, and pottyng as needed

### **Qualifications/ Physical Demand:**

- Current adult/ pediatric CPR and first aid certification
  - Complete 24 hours of professional development annually (and any required by administration) •
- High school diploma (or equivalence)
- CDA (preferred) or willingness to get one
  - Degree in Early Childhood or Early Elementary Education (preferred)
  - Previous experience working with young children
  - Must pass a background check/ fingerprints
  - Must be proficient in reading, writing, and speaking English
  - Ability to lift a minimum of 35 lbs
  - Ability to sit in small chairs and to get up and down from the floor



Joy Child Development Center  
10111 East Eagle River Loop Road  
Eagle River, Alaska 99577  
907-694-2755  
Fax: 907-694-1467

- Kneel, bend, and sit at a child's level
- Walk, run, and stand for long periods

I meet the qualifications of and understand and accept all of the duties and responsibilities stated in this job description. I also accept the hours, wages, paid holidays, and employment period specified.

Director Signature/ Date:

---

Employee Signature/ Date:

---

**\*\*This institution is an equal opportunity employer\*\***