

# Position Title: Assistant Educator



Position Type: Part-Time, Non-Exempt

Reports To: Executive Leadership Team

Current Covid hours: 830am – 230pm

Normal Fall & Spring hours: 3-8pm    Normal Summer hours: 12-5pm

## Position Summary:

The assistant educator supports the facilitation of the program curriculum. Provides a quality experience to children and parents that focuses on the CAC values: character, positivity, excellence, and grit.

## Responsibilities:

- Supports program curriculum within the established guidelines.
- Supervises the children, classroom, and all activities.
- Makes ongoing, systematic observations and provides information to lead educator for evaluations of each child.
- Maintains positive relationships and effective communication with parents.
- Maintains program site and equipment.
- Attends and participates in all community events, program activities, and staff meetings. May include time outside of normally scheduled working hours.
- Seeks to continuously update skills to meet or exceed DCFS licensing standards by attending outside workshops, in-service training, and seeking new ideas and materials via other sources.
- Provides necessary input to lead educator to make Health and Wellness referrals as appropriate for academic and social development
- Utilizes available resources, including volunteers.
- Provides transportation occasionally to community events, program activities, and field trips as needed.
- Other duties as assigned

## Qualifications:

- Meets educational and experience qualifications as stated in DCFS licensing standards.
- Degree or certification in AMI, AMS, education, early childhood, or child development preferred.
- Experience in working with children in a developmental setting preferred.
- A valid Driver's License required.

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## Knowledge / Skill Requirements:

- Emotional maturity when working with children
- Cooperation with the purposes and services of the program
- Respect for children and adults
- Nonprofit and volunteer engagement experience preferred.
- Maintain confidentiality of information regarding students, staff, parents, and school issues.
- Perform responsibilities in an ethical and professional manner.
- Use tact, patience and courtesy.

## Physical Requirements:

- Requires frequent walking, standing, bending, reaching and carrying.
- Requires occasional time sitting and typing using a computer with a mouse.
- May require occasional lifting, lowering, pushing or pulling up to 20 lbs.

## Work Environment:

- Must be able to work in noisy and crowded environments.

## Benefits:

- Full-time positions are offered benefits.

## LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at will" basis.