

NORTH TAMPA CHRISTIAN

explorers



POSITION: Assistant Teacher (Floater) / Volunteer

Qualifications

- Must meet basic requirements of local and state child care regulatory agencies.
- Must have the ability to relate positively with young children and parents.
- Minimum 1 year of teaching or assistant teaching experience with a public or private school system, a quality preschool, child care center or church nursery.
- Certification or degree related to early childhood or preschool or elementary education or their CDA is preferred.
- Must complete their CDA by one year from their first day of work at NTCE, and have experience in and knowledge of the social, emotional and creative needs of young children.
- Must be able to lift up to 35 lbs. in connection with the handling of children for the facilitation of programs, child safety, and potential emergency situations.

Responsibilities: Will include but are not limited to the following:

- Occasionally act as a floater, assisting in classrooms of any age and covering breaks if needed.
- Have a friendly and approachable demeanor with children, staff, clients, and anyone who enters/calls our center.
- Assist lead teacher with the daily operations, facilitating lessons, and care of the students.
- Cover breaks as needed.
- Assist staff with both long and short -range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- Maintain daily open communication with parents.
- Maintain confidentiality.
- Assist in arranging and maintaining a classroom environment in accordance to program goals and philosophy.
- Maintain a safe and healthy environment that is clean and welcoming at all times.
- Report any suspected abuse or any behavior that compromises the safety/well-being of a child or individual to the supervisor.
- Inspect and replace or report damaged or lost materials.
- Attend in-services, trainings and staff meetings

NORTH TAMPA CHRISTIAN

explorers



- Keep all appropriate records such as assessments, allergies, attendance and time sheets.
- Meet all applicable licensing requirements

Upon Employment:

- Must meet all NTCE and local, state or national basic health requirements
- First Aid training, as required.
- Must complete all necessary company employment and payroll forms.
Personnel will have a fingerprinting and/or criminal investigation report completed

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____