



Assistant Teacher: Job Description

The Kingsport Child Development Center is seeking an assistant teacher. General job requirements and expectations are as follows:

- CDA Competencies and Standards implemented and maintained
- Maintain NAEYC's Ethical Code of Conduct
- Maintain confidentiality of children, families, staff and center at all times
- Participation in special events
- Attendance at monthly staff meetings
- Attendance at recommended or required training, workshops, etc.
- Maintain effective communication and professionalism with children, families, and staff
- Respect and adhere to the Center's policies and procedures
- Neat, clean and appropriate appearance
- Prompt and regular attendance
- Ability to lift 40 pounds and carry it 100 feet
- Ability to sit on the floor with children

Job Title: Assistant Teacher	Pay Range: Based on education and experience
Supervisor: Executive Director	Position Supervises: None
Job Description: Assist lead teacher classroom set-up, arrangement of learning centers/areas Clean up after lunch, snack, art projects, and at end of day Assist lead teacher with diaper changes and maintaining children's personal hygiene Work with lead teacher in effectively communicating with parents Assist lead teacher in creating a variety of developmentally appropriate activities, interest themes and units Assist lead teacher in maintaining daily/weekly schedule Effectively work with lead teacher, classroom aide and/or volunteers Assist lead teacher with parent involvement in classroom activities Help utilize community resources for classroom activities All other duties as assigned by a lead teacher or supervisor	

By signing, I state that I understand and can complete these requirements:

Signature: _____ Date: _____

Requested rate of Pay: _____ Available start date: _____

Please attach resume and contact information to your application and return to KCDC at 118 Clay St. or send via email to KCDC118@gmail.com.