



## Westbury Methodist Day School

### **Job Description for Assistant Teacher**

Westbury Methodist Day School is seeking a dedicated, caring, team-oriented individual to serve as Assistant Teacher. In this role, the teacher makes a difference in the lives of young children and families by providing a stimulating, safe, and developmentally appropriate early learning environment that fosters physical, cognitive, emotional, social, and spiritual development.

Ideal candidate is able to communicate effectively, follow state licensing and school guidelines, meet accreditation standards, be able to create and follow a developmentally appropriate curriculum, and most importantly bring passion to working with young children and understand the importance of building relationships with their families. All teachers are expected to work with love, patience, confidence, compassion, and creativity to provide meaningful experiences throughout the day.

**Job Type:** Monday through Friday, 8:30 a.m. – 1:30 p.m. (2-Day, 3-Day, or 5-Day)

**Hourly Pay Range:** \$12-\$14, dependent upon education and experience

#### **Experience:**

- Preschool: 2 years in licensed child-care facility (preferred)
- Early Childhood Education: four-year college or university degree in early childhood education or a related discipline (preferred); or non-degree credentials such as Preschool Child Development Associate or Certified Childcare Professional
- Teaching: 2 years, Assistant Teacher (preferred)

#### **Job Responsibilities will include but are not limited to:**

- Must demonstrate effective communication and interpersonal skills to actively listen to the needs of both parents and children, as well as the Lead Teacher.
- Work well with children. Practice patience and understanding when taking care of children and assessing their needs.
- Uphold and fulfill all requirements established by the TDFPS Minimum Standards for Child-Care Centers.
- Uphold and fulfill all requirements established by NAC Accreditation Standards.
- Supervise and provide a safe environment for all children at all times.
- Assist Lead Teacher in employing developmentally appropriate classroom management tools and methods.



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- Assist the Lead Teacher in planning and executing an educational program in accordance with the policies and philosophies of the school, as outlined in the handbook and program description.
- Assist the Lead Teacher in the daily planning and executing of all classroom and outdoor activities.
- Assist the Lead Teacher in the purchasing of classroom supplies within the budgetary guidelines.
- Build, cultivate, and maintain positive relationships with children, parents, and colleagues.
- Arrive thirty minutes before class begins to assist in preparing the learning environment.
- Stay with the children at dismissal time until all have been released to parents, Extended Care staff, or to a member of the office staff.
- Protect the welfare, health, and safety of the children in the group while on school and church property and while participating in on-campus field trips.
- Assist in all mealtime activities with the children.
- Assist with toileting, as needed.
- Perform cleaning and sanitizing tasks for classroom and materials routinely and throughout each day.
- Assist with a Meet & Greet prior to each child's entrance into school.
- Assist the Lead Teacher in keeping up-to-date records of the development and progress of each child.
- Assist in planning and executing parent meetings.
- Participate in staff meetings and in-service trainings.
- Assume the duties of the Lead Teacher when she or he is absent.
- Notify the Assistant Director as promptly as possible if a substitute is needed.
- Maintain professional, positive relationships with the following: children in the school, families of enrollees, prospective students and families, all staff members of school and church, professional staff from other agencies and the community.
- Submit the following to the Director for a personnel file: employment application, resume, TB Tine Test results, and proof of trainings attended. (Complete list of required documents is found in handbook.)
- Abide by the charter, bylaws, and personnel policy of the school as well as the Minimum Standards outlined by the Texas Department of Family and Protective Services.
- Attend all required school events.
- Report to the Day School Director, who will evaluate work performance and ensure appropriate fulfillment of role and responsibilities.
- Take care of school and church property, reporting to the school's Director any necessary repairs, additions, or needed equipment.



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### **Job Requirements:**

- At least 18 years or older
- High-school diploma or high-school equivalent
- Reliable transportation to and from work
- Consistent attendance
- Ability to thrive in a fast-paced environment
- Flexibility with tasks and assignments
- Ability to meet the physical requirements of the job, including ability to stand for long periods of time, hand dexterity, ability to lift up to 50 pounds, ability to bend, and ability to move and think quickly in response to an emergency
- Willing to commit a minimum of one full school year
- Clear background check and fingerprint check
- Negative TB test
- Professional references
- CPR and First Aid certified (can be completed upon hire)
- Minimum 24-hours professional development training annually (a portion is included in regular staff meetings throughout the year)

As outlined in the Texas Department of Family and Protective Services Minimum Standards for Child-Care Centers licensing requirements, all caregivers must:

- Demonstrate competency, good judgment, and self-control in the presence of children and when performing assigned responsibilities
- Relate to children with courtesy, respect, acceptance, and patience
- Recognize and respect the uniqueness and potential of all children, their families, and their cultures
- Ensure that no child is abused, neglected, or exploited while in the care of the center
- Report suspected abuse, neglect, and exploitation to TDFPS as specified in the Texas Family Code

### **STATEMENT OF NON-DISCRIMINATION**

*Westbury Methodist Day School (collectively the "School") prohibits discrimination in employment on the basis of race, color, national origin, citizenship, sex, disability, or veteran status.*

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.*