

**Toddler Assistant Teacher**

**REPORTS TO: Lead Teacher**

**JOB SUMMARY:**

Assist Lead Teacher in performing duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher has ultimate responsibility for the

**QUALIFICATIONS:**

* Currently pursuing a degree in ECE “Early Childhood Education” or CDA
* Willing and able to pursue higher education in accordance with NAEYC and Michigan Child Care Licensing guidelines for ECE
* Current first aid and CPR certification

**ESSENTIAL FUNCTIONS:**

* Provides assistance to the lead teacher in all functions of the classroom (see Lead Toddler Teacher Job Description)
* Documents child activity in kid report which is a software used to document children throughout the day
* Diaper changing
* Ensure children safety in and out of the classroom.
* Communicates constantly with parents about children development.
* Relieves lead teacher for meetings or breaks.
* Ability to follow along with schedules.

**KNOWLEDGE:**

* Knowledgeable in education and training
* Entry level knowledge of childcare guidelines
* Knowledgeable on positive adult child interaction
* Entry level knowledge of high scope education

**SKILLS AND ABILITIES:**

* Active Listening
* Ability to have social perceptiveness.
* Critical thinking
* Instructing
* Active listening
* Writing
* Coordination
* Needs to be able to handle change.
* Should possess strong communication skills.
* Must have the ability to multitask.
* Must have the ability to remain calm in an emergency.
* Need to be able to sit or stand for extended periods of time.
* Need to be able to bend and squat.
* Need to be able to lift up to 40 pounds.

**EEO/AAP POLICY STATEMENT:**

Stepping Stones of Grosse Ile provides **equal employment opportunity** to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.