

**Department: STEAM Academy**  
**Supervisor: Ministry Childcare Director**  
**Operations: Director of Operations**  
**Position: Assistant or Floating Teacher**

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## **Job Summary**

The Assistant Teacher assists the Lead Teacher in implementing lessons designed to stimulate growth across all social, emotional, physical and intellectual developmental domains. Together they establish routines and structures to support individualized care for children and foster parent relationships.

## **Responsibilities**

- Assist in the implementation of developmentally-appropriate individual and group lessons to stimulate growth in language, literacy, mathematical, cognitive, physical, and social skills.
- Assist in preparing and managing an engaging environment that encourages children's independence and self-selection of learning activities.
- Establish warm and responsive relationships that allow each child to feel recognized, acknowledged and secure.
- Maintain a healthy, safe, and clean environment for children and colleagues. Example of responsibilities include but are not limited to: diaper changing, safe sleep supervision, potty-training, bottle feeding, plating meals, cleaning the environment, and children after meals, picking up and re-organizing toys, etc.
- Adhere to all regulatory standards, rules and requirements, including those for Paths to QUALITY, CACFP and Indiana state regulations.
- Communicate with families on a regular and ongoing basis to relay information regarding each child's day and information from the teacher and/or program.
- Support the Lead Teacher in noticing and documenting child developmental observations.
- Other duties as assigned to advance the mission of STEAM Academy.

## **Education, Experience & Requirements**

And individual must have the following education and/or experience.

- A high School diploma (or equivalent) required
- Child Development Associate (CDA) preferred or CDA hours equivalent
- Experience in an early childhood setting working directly with young children is preferred

## **Competencies & Skills**

The successful team member will demonstrate individual competency in the following areas:

- Ability to multi-task, prioritize and be detail-oriented
- Ability to work collaboratively in a team environment
- Ability to take initiative and work proactively
- Ability to work independently, resourcefully and seek answers, and remove obstacles
- Flexibility and adaptability
- Ability to build and nurture relationships

## **Work Context**

The requirements described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The team member frequently is required to:
  - Stand, walk, sit
  - Use hand and fingers to handle books, paper, technology
  - Use computer and other electronic equipment and technology
  - Communicate with multiple audiences, including children, families, colleagues
  - See and read
  - Reach with hands, arms
  - Stoop, kneel, crouch, or crawl
- The team member must frequently lift children or equipment up to 35 pounds
- The team member must occasionally lift children or equipment up to 50 pounds
- Legally able to work in the United States for any employer.

*The statements contained herein describe the scope of responsibility and essential functions of this position but should not be considered an all-inclusive list of work requirements.*