

# Stepping Stones Academy

## Assistant Teacher Job Description

Assistant Teachers will work closely with the Lead Teacher to ensure all requirements for proper childcare will be implemented with excellence.

## Position Qualifications

- Teacher Assistants must have a passion for the field of Early Childhood Education and is able to make a significant difference in the lives of young children.
- Teacher Assistants must participate in orientation and all required training such as CPR/First Aid and 10hrs. Each year of recommended courses approved by BFTS.
- Be at least sixteen (16) years of age; however, no caregiver who is 16 or 17 years of age shall be solely responsible for children.
- Not be suffering from any physical handicap or mental health disorder that would interfere with the person's ability to perform assigned job duties adequately.
- Have a Satisfactory Criminal Background Records Check if seventeen (17) years of age or older.

## Position Responsibilities

- Responsible for following all rules and regulations of Stepping Stones Academy, Bright from the Start and other Local and State Authorities.
- Always be a physical representation of Stepping Stones Academy
- Work alongside the Lead Teacher as they meet the cognitive, social/emotional, and physical needs of the children enrolled in the center.
- Respect the Lead Teacher and all other employees and meet their request and instructions with reason.
- Be responsible for implementing stimulating and interesting learning activities for children throughout the day.
- Act appropriately in the event of any and all emergencies.
- Actively assist the Lead Teacher in partnering with families in all needs of the children.
- Possess high moral character and values and ethics both inside and outside of the classroom.
- Continually learn and improve as a teacher through required training and take personal initiative for professional growth.

- **Be a positive team player by helping others, striving for unity, and respecting leadership.**
- **Proactively look for ways to improve your classroom and Stepping Stones Academy.**
- **Be on time and ready when the school day begins and stay until required.**
- **Keep a good attitude at all times, be determined to not be easily offended and forgive often.**