



**Position Title:** Early Childhood Assistant Teacher  
**Position Status:** Full-time (8 hours, variable between 7:30 AM and 6:00 PM)  
**FSLA Classification:** Non-exempt  
**Reports to:** Director of Early Childhood Center (ECC)

### **Position Purpose**

Under general supervision, supports the classroom teacher in administering programs to provide educational development opportunities to early childhood education students, and will also be the lead Aftercare teacher. Facilitates learning by establishing a relationship with the lead teacher and pupils through learning resources and the classroom environment. Develops and fosters the appropriate skills and social abilities to enable the optimum development of children, according to age, ability, and aptitude.

### **Essential Functions**

- At the direction of the ECC Director and/or lead classroom teacher assists with teaching and/or implementation of daily activities and duties.
- Will plan and prepare activities for the children who stay for aftercare.
- May coordinate daily activities and will supervise aids in the absence of the lead teacher.
- Assists with the administration of appropriate assessments and records results.
- Prepares materials and classroom environment as directed by the Director and lead teacher.
- Assists with and participates in all classroom activities, including but not limited to snack and mealtimes, recess, and choice time.
- Supports the rules of conduct and creates a warm and welcoming learning environment.
- Maintains order in the classroom and throughout common areas of the campus, including the outside spaces such as the playground and garden.
- May counsel pupils when adjustment and academic problems arise.
- Discusses pupils' academic and behavioral attitudes and achievements with the lead classroom teacher and participates in parent conferences.
- May assist with classroom record-keeping and home communication.
- May assist with field trips.
- Collaborates with the lead classroom teachers and all departments and offices as required or requested.
- Assist with organizing meals and snacks for children
- Helps children maintain good hygiene
- Diaper changing of infants and toddlers as well as toilet training support, as needed.
- Attends work and arrives/departs work at the appropriate times as determined by the immediate supervisor.
- Assumes other job-related duties assigned by the immediate supervisor.

### **Qualifications**

- At a minimum, a high school diploma or a general educational development certificate (GED) and 2 years experience working with children in childcare or a classroom. A bachelor's degree in education and/or early childhood education preferred.
- Ability to support the implementation of curriculum, assessments, and can utilize teaching methodologies.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Familiarity content, curriculum, methods, materials, and equipment for early childhood education.
- Ability to facilitate activities for children that encourage healthy growth.
- Knowledge of applicable safety procedures.
- Ability to provide a supportive and caring environment for children.

- Ability to exercise control and maintain classroom discipline.
- Knowledge of child development theory and practice.
- Comfortable with a team-based work structure; ability to demonstrate flexibility on the job.
- Demonstrates initiative is conscientious and provides complete follow-through on areas of responsibility.
- Demonstrates sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrates a deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
- Ability to adhere to a flexible schedule including working some shifts between 7:30 AM to 6:00 PM

### **Physical Requirements and Work Environment**

- Be able to lift up to 30 lbs.
- Regularly use close and distance vision.
- Frequently stand and talk or hear and sometimes walk and sit.
- Turn, bend, reach, and occasionally climb.
- Work in a traditional classroom environment with moderate noise level as well as outdoor facilities and settings.

As a condition of employment at SCH's ECC, staff must have all the documentation listed below. This is a compliance requirement for the State of Pennsylvania Office of Childhood Development and Early Learning.

1. Two written letters of reference that specifically recommend you for work in child care
2. Official college transcripts
3. Copy of diploma (highest earned)
4. PA Child Abuse History Clearance through the Department of Human Services \*
5. FBI Fingerprinting Clearance through the Department of Human Services\*
6. Criminal Record check less than 60 months old under "Employment" Education\*
7. If you have resided outside of PA within the previous five years, you must obtain the following clearances from that state:
  - a. A state criminal history check;
  - b. State sex offender registry check; and
  - c. State child abuse and neglect registry check.
8. [National Sex Offender Registry \(NSOR\) verification](#)
9. [Certificate of Completion of Mandated Reporter Training](#)
10. [Childcare Employee Data Sheet](#)
11. [Child Care Employment Verification Form](#)
12. [Childcare Staff Health Assessment, including TB testing](#)
13. [Signed Disclosure Statement](#)
14. [Certificate of completion of Pediatric CPR and First Aid](#)

### **Application Procedures:**

Interested candidates, please email a cover letter, resume, contact information for three professional references, and two written letters of recommendation to careers@sch.org. One of the references must be from a current or previous supervisor.

*The Early Childhood Center at Springside Chestnut Hill Academy is an Equal Opportunity Care Provider.  
Springside Chestnut Hill Academy is an Equal Opportunity Employer.*