

Garden Lakes Christian Academy
2517 North 107th Avenue
Avondale, Arizona 85323
(623) 936-9147

Position Title:

Assistant Teacher/Caregiver; Assist in planning and implementing the daily childcare program under the direction of the classroom Teacher and center Director.

Essential Job Responsibilities:

1. Shares with the Teacher responsibility for setting up and maintaining a clean, orderly, and safe environment for children:
 - Maintain and restock the supplies, equipment, and materials needed in the classroom.
 - Plan and set up the classroom environment with well defined interest areas. Set up toys and materials so they are accessible to children.
 - Clean and disinfect all furnishings and equipment on a continual basis.
 - Wash and disinfect all toys once a week.
 - Wash sheets and linens at least once a week.
 - Check all equipment for safety hazards and report or remove items of concern from area; check floor and play areas for foreign objects.
 - Report problems, hazards, injuries promptly to the classroom Teacher and/or center Director.
 - Practice and perform evacuation and emergency procedures for removing children from the center.
 - Monitor children for signs of illness or injury and report findings to the classroom teacher. Assist with administering first aid and handling of emergencies.
 - Provide general housekeeping tasks such as sweeping and picking up toys and materials used in projects.
 - Prepare and serve morning and afternoon snacks.
 - Clean up after food preparation and after serving snacks and lunch. Dispose of waste materials and disinfect eating surfaces.
 - Supervise, interact, and play with children during assigned times of responsibilities.

2. Guide and assist children with daily care routines:
 - Monitor the storage of child's belongings, including lunch items, personal clothing, and naptime blanket.
 - Assist with toileting, diapering, and hygiene needs of children.
 - Assist children with self-care routines, such as dressing, feeding, hand washing, etc.
 - Assist with preparing children for lunch by washing their hands and face. Seat children and serve their individual lunch items. Prepare food and drinks for each child. Assist child with feeding and/or teach children to use spoon or fork to feed themselves.
 - Clean area after mealtime. Wash children's hands and faces, diaper/toilet, and prepare for rest period.
 - Help supervise the rest period. Each child should be placed on an individual mat, provided their own blanket, and encouraged to rest. Provide an alternative quiet activity if a child is unable to sleep.
 - Support and follow the guidance techniques established by the center.

3. Preparation and presentation of instructional activities and materials:
 - Assist with lesson plans, developing materials, and implementing instructional activities.
 - Work with individual children on specific tasks.
 - Help supervise play and instructional activities. Encourage each child's participation.
 - Plan and prepare bulletin boards to enhance the instructional program, showcase the children's activities, or inform parents of center activities.
 - Escort children to and from the playground. Facilitate and supervise outdoor play. Encourage children to participate in large motor activities, such as riding toys, climbing and sliding equipment, sandbox activities, etc.
 - Choose a variety of toys and materials for free play that are developmentally age appropriate. Rotate toys once a week.
 - Inventory and obtain supplies and materials needed to carry out the instructional program.
 - Perform additional duties as requested by the classroom teacher or center director.

4. Maintain center policies and procedures:
 - Establish and foster positive relationships with parents, community, staff, and students.
 - Demonstrate courtesy, tact, and good judgment to help maintain a pleasant working relationship with parents and staff.
 - Demonstrate consideration, respect, and a warm friendly interest in individual children.
 - Maintain positive communications with staff, parents, and students.
 - Maintain child and parent confidentiality.
 - Support and follow the direction of the child care teacher and center director.
 - Adhere to all center policies and procedures.
 - Adhere to all policies and procedures established by the Arizona Department of Health Services as they pertain to the care of young children.
 - Secure 12 clock hours of continuing education credits each calendar year.
 - Attend all center sponsored activities including staff meetings, parent/teacher conferences, parent/family activities, and special programs.
 - Maintain current CPR/First Aid certificate.

Required Knowledge, Skills, and Abilities:

1. General knowledge of child growth and development
2. Ability to make minor decisions in accordance with established center procedures
3. Willingness to support Christian based curriculum and activities.
4. Ability to understand and follow instructions
5. Good organizational skills and a commitment to follow through on tasks
6. Ability to communicate effectively in both oral and written form
7. Ability to work within a team and to work effectively with other people
8. Regular and reliable attendance
9. Physically capable of lifting, holding, or carrying a child weighing up to 40 lbs.

Qualifications:

1. 18 years of age or older
2. High school or high school equivalency diploma and six months child care experience
3. Qualify for or currently possess a fingerprint clearance card
4. First Aid and CPR Certificate
5. Desire to work in a Christian environment