

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## ASSOCIATE TEACHER

**POSITION SUMMARY:** The Associate Teacher assists the Teacher, Master Teacher, or Center Director and assumes responsibility for general supervision, development and education of children.

### POSITION OVERVIEW:

- Employment Type: Full time/Non-Exempt
- Salary:
- Location: Center Based
- Job Category: Education and Administration
- Reports to: Center Director
- Supervises: Teacher Aide, Substitute Teachers (KIT) and Volunteers

### PRIMARY RESPONSIBILITIES:

- Assists in planning, preparing and implementing daily program.
- Assists in planning and preparing the learning environment, and preparing needed materials and supplies.
- Performs primary care giving responsibilities.
- Desired Results Process.
- Assists in maintaining the environment in a clean, safe manner.
- Assumes responsibility for regular parent communication, including parent conferences and chatters.
- Supervises Teacher Aides, Substitute Teachers and Volunteers as requested.
- Assumes responsibilities in absence of Teacher, Master Teacher, or Center Director.
- Assumes general responsibility for health, safety, and well-being of all children in the agency.
- Prepares written reports as directed.
- Attends meetings as requested.
- Participates in activities that further own professional growth.
- Maintains confidentiality of children, families and employees.
- Works as a member of the agency team by promoting the mission and philosophy of the organization.
- Greets children, parents, staff, and guests as needed.
- Assists other centers when requested.
- All other duties as assigned by Master Teacher or Center Director.

### POSITION QUALIFICATIONS/REQUIREMENTS:

- Possess an unexpired Associate Teacher Permit from the Department of Education
- 1 year prior experience in working with young children preferred.
- Must have 3 or 6 Infant/Toddler units to be an Infant/Toddler Associate Teacher
- Immunization records that comply with Senate Bill 792 (immunity for measles, pertussis, and influenza)
- Required CPR/First Aid Training Certification
- 16 hours of health and safety training which includes 1 hour of nutrition training
- Required to be a mandated abuse reporter
- Bilingual English/Spanish required

### COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test

- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**EDUCATION WIDE PHYSICAL DEMANDS:**

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions  
Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at <https://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.