



## Tiny Town Assistant Teacher Job description

Reports to: Tiny Town Director  
Hours: 18-40/week  
Start date: January 2018

### Position summary:

A Tiny Town Assistant Teacher will assist a Tiny Town Lead Teacher in her responsibilities. They may care for children from ages 1 to 6 years old and will assist in developing partnerships with parents/guardians to engage and encourage participation in the program. An Assistant Teacher is also responsible for following the state unlicensed registered ministry guidelines at all times.

### Responsibilities & Duties

- Maintains a healthy, safe and clean environment for children.
- Assists in performing ongoing developmental evaluations of children.
- Attends parent/guardian conferences twice a year to discuss the ongoing developmental evaluations.
- Maintains ongoing, open communication with parents/guardians to ensure that each family receives an opportunity to build strong relationships and experience clear communication with teaching staff.
- Reports any staffing or classroom concerns to Tiny Town Director in a timely manner.
- Completes and reports any symptoms of child abuse to Tiny Town Director and/or Child Protection Services.
- Completes incident reports as necessary and reports them immediately to Tiny Town Director.
- Participates in professional development annually as requested by Tiny Town Director.
- Any employee of Tiny Town Childcare Ministry may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.
- Reads through and agrees to follow guidelines in the employee handbook.

### Skills & Abilities

- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude/disposition.
- Ability to make decisions on behalf of children and protect their well-being.



- Must be able to manage confidential information.
- Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child.
- Ability to walk, squat/kneel, sit on floor, and interact with children to ensure children's health and safety.

## **Education**

- Early Child Development knowledge and experience strongly desired

If interested in this position please submit resume to Waypoint's Children's Director at [danielle@waypointcommunity.com](mailto:danielle@waypointcommunity.com).