

Dates: \_\_\_\_\_

Lead Preschool Teacher: \_\_\_\_\_

## My Time Kids: Assistant Preschool Teacher

The Assistant Teacher reports to admin staff and ultimately the Director of My Time Kids. The Assistant Teacher is responsible for assisting the Lead Teacher with general supervision and management of the class. Assistants are to work along side the Lead Teacher to help create a warm, nurturing, loving, and safe learning environment for the development of the whole child, where self-concepts are enhanced, independence is encouraged, and individuality is respected.

### Key Duties/Responsibilities:

To offer a program that meets the emotional, physical, intellectual, and social needs of both the individual and group in accordance with the policies and philosophies of My Time Kids Academy.

- **Interact** with children and encourage involvement in learning activities through play (intentionally teaching)
- Assist in implementing the daily program under the direction of the Lead Teacher
- Assist in planning/ preparing the learning environment, setting up centers, and preparing needed materials and supplies
- Supervise the children when the Lead Teacher is out of the room
- Assist with Early/ AfterCare when needed/ scheduled
- Assist with Car Duty each day
- Carry out duties listed on Assistant Daily Schedule
- Observe, record, and report on behavior of children as assigned
- Assist children with restroom and toilet training needs
- Establish and maintain good communication with parents particularly at arrival and dismissal times as well as utilizing the Bright-Wheel app to send notifications as needed.
- Utilize appropriate, consistent and positive discipline
- Attend staff meetings and recommended trainings/ conferences
- Attend parent group and My Time Kids Academy functions (including those off campus)
- Care for the classroom property and report necessary repairs
- Keep toys and equipment clean and in good condition (following State Licensing expectations)
- Carry out COVID Health & Safety protocols, duties and precautions
- Help to maintain a neat classroom, "tour ready"
- Maintain a professional attitude and loyalty to My Time Kids when at work and in the community
- All other duties as assigned
- Abide by the policies in the Employee Manual and the guidelines of the Texas Department of Family and Protective Services Minimum Standards

### Skills:

- Demonstrate strong and effective communication skills with co- workers, parents, and children
- Understand and show respect for confidentiality of co-workers, parents, and children
- Punctual and dependable
- Strong leadership qualities and skills
- Demonstrate sound judgment when planning for children's safety and health
- Respect individual differences in children and parents
- Exhibit flexibility and a sense of humor
- Respond to and interact with children in their **environment at their level**
- Evidence of emotional maturity and stability
- Evidence of sufficient security and judgments to handle a crisis

**Physical Requirements:**

- Repetitive bending and stretching
- Climb up and down stairs daily
- Have mobility required to ensure safety of the children
- Work/ sit with children on the floor for extended periods of time
- Work outdoors in a variety of weather conditions
- Ability to safely lift and carry 40lbs.
- Visual and hearing capabilities consistent with Child Care Licensing safety requirements
- Perform daily cleaning of classroom, common areas and restroom

**State Requirements:**

- Must be at least 18 years of age
- Obtained at least a high school diploma or GED equivalent
- CDA or Bachelors degree in Early Childhood Education preferred but not required
- Must complete 8 hours of pre-service training and an orientation before program start date
- Acquire 24+ hours annual training
- Complete COVID-19 mandated trainings as listed in Open Texas Document
- Must complete a background check
- Must complete an *Affidavit for Application for Employment* form as specified by TDFPS.
- Must be able to lift children up to 40 lbs.

**Work Days (circle all that apply):**      M      T      W      Th      F

**Hours:** \_\_\_\_\_      **Aftercare Days scheduled?** \_\_\_\_\_

**Rate of Pay:** \_\_\_\_\_      **Pay: Bi-weekly/ hourly or Salary:** \_\_\_\_\_

**Planning hours per payroll if shared with Lead:** \_\_\_\_\_ hours per pay period

**Enrichment during school?**      **Y / N**

**Employee Rate of Pay:** \_\_\_\_\_      **Contractor Rate of Pay:** \_\_\_\_\_

**Enrichment after school?**      **Y / N**

This is done as a third party/contractor. Contractors are responsible for billing, payment collection, hiring of employees/assistants, parent communication, and setting calendar for classes. My Time does not pay for afterschool enrichment and allows free usage of space for current employees ONLY to run a business. Contractors are responsible for their own taxes. Contractors not employed by MTKA will be responsible for a monthly space rental. Initials: \_\_\_\_\_

**Insurance and PDO for over 36 hours per week?**

MTKA pays 1/2 cost of policy:      **Y / N**      Marketplace/ BCBS      **Amount to be paid by MTKA:** \_\_\_\_\_

**PTO days:** \_\_\_\_\_

X \_\_\_\_\_  
Employee signature/ date

X \_\_\_\_\_  
Lorie Baez/ Date