

**Open Arms Child Development Center
Job Description**

Assistant Teacher

Philosophy:

At Open Arms Child Development Center, the whole child is cared for and nurtured in a program that integrates all aspects of the child's development. Staff will have a working knowledge of child development and the concept of an integrated program, achieved by the implementation of a thoughtfully conceived curriculum and by appropriate and thorough training of all staff members. It is expected that there will be active communication between all staff, administration, and parents.

Minimum Qualifications:

1. Prior experience working with young children in a formal setting.
2. Training in early childhood education, and/or the commitment to obtain as mandated by the state.
3. Current First Aid and Infant/Child CPR certification or the commitment to obtain such.
4. Must be at least 18 years old
5. Must obtain state mandated fingerprinting and criminal background check.
6. Must meet the State of Alaska Child Care Licensing Regulations 7AAC 57.305-7AAC 57.350 qualifications for licensing.
7. Must be able to lift up to 50lbs repeatedly throughout the day.
8. Must be able to work inside or outside in all-weather. You will be going outside with the children up to -20.

Responsibilities:

Responsibilities for the position include, but are not limited to the following:

1. Assist the Lead Teacher in the care and education of a group of children as assigned, providing constant supervision and maintaining appropriate child to adult ratios at all times.
2. Maintain all operational requirements for a safe and healthy licensed child care center, with a developmentally appropriate Christian program.
3. Assist in maintaining up-to-date records as required by the Fairbanks North Star Borough, the State of Alaska, and the federal government.
4. Care for the classroom environment, maintaining a safe, clean, and healthy place for the children.

5. Assist in maintaining a safe and healthy playground and gym.
6. Greet parents cheerfully and politely at all times, maintaining a pleasant and helpful demeanor as they drop off and pick up children. Recognize the importance of the relationship between child care providers and parents, and offer support as needed.