Children's Development Academy

Position Description rev. 9.11.26

TITLE: Part-time Assistant Teacher (3 year-old classroom)

REPORTS TO: Assistant Children's Center Director

HOURS: 3:00pm-6:00pm or 3:30pm-6:00pm (Monday-Friday)

The Children's Development Academy (CDA) is a nonprofit providing affordable early learning programs and childcare for children from low-income families. The CDA prepares children for success in education and life. We are seeking an experienced early childcare professional to work in our NAEYC accredited, Quality Rated program.

POSITION SUMMARY:
The Teacher Assistant in our 3-year-old classroom supports the co-teachers and the administration by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care of the program.

SKILLS AND RESPONSIBILITIES:

- A love for children and a strong desire to make a difference every day.
- Follow a daily schedule to include centers, outside time, music and movement, story time and help dismiss children to their parents.
- Foster a positive and nurturing classroom environment that promotes learning and development.
- Communicate with parents and guardians to provide positive feedback concerning their child's day.
- Maintain a clean, safe and organized classroom environment.
- Ability to build relationships with families and coworkers and create a dynamic environment; Must be able to communicate, listen and work well with others in a team environment.
- Create a safe, nurturing environment where children can play and learn.
- Willing to support the center's success by collaborating with center staff and leadership to achieve goals around accreditation and engagement.
- Cultivate positive relationships with families, teachers, state licensing authorities, community contacts, and corporate partners.
- Ability to sit, stand, walk, bend, kneel, squat, and assume postures in low levels to allow physical and visual contact with children; see and hear well enough to ensure their safety; engage in physical activities with children; and move frequently throughout the day.
- Must be physically able to use a computer with basic proficiency, lift a minimum of 40 pounds, and work indoors or outdoors.
- Other duties as assigned.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Previous experience working with children in an educational setting, preferably in preschool or early childhood education.
- Knowledge of childhood development principles and best practices.
- High School Degree; a College degree is preferred.
- Passionate about the mission of the CDA.
- Must be able to reliably commute to 89 Grove Way, Roswell, GA 30075
- Ability to pass a criminal background check.
- Ability to learn and follow CDA procedures.
- CPR/First Aid certification: Current CPR and First Aid certification is preferred. If not currently certified, certification will be required upon hire.
- Ability to successfully work with a culturally diverse staff and service population.

SALARY & BENEFITS:

- Compensation: Competitive hourly rate based on experience, qualifications and relevant skills.
- Paid Time Off (PTO) begin accruing immediately, most major holidays including the week of Christmas is paid time off.
- 401K match up to 4%.
- Employee Child Care Discount
- Each classroom uses the Creative Curriculum and is well stocked with age-appropriate supplies.
- Teacher Library of themed books for the classroom, as well as a teacher Computer Resource Room with educational catalogs and resource books.
- We have a large supportive administration team including a dedicated Center Director, as well as an on-site Education Coach and the support of a Family Advocate.

WORK LOCATION: This is an on-site only position at 89 Grove Way, Roswell, GA 30075.

To apply email tmccain@cdakids.org.