

**Erie Regional Housing Development Corporation**  
**Job Description**

**TITLE:** Child Care Assistant Teacher

**REPORTS TO:** Child Care Teacher

**GENERAL FUNCTION:**

The Child Care Assistant Teacher assists the Child Care Teacher in planning and implementing the daily activities of the child care center within the guidelines and standards established by Erie Regional and state regulatory agencies.

**QUALIFICATIONS:**

- A.S. degree in Early Childhood Education, Elementary Education, Child Development or related field. OR
- High School diploma and one year of experience working with pre-school age children.
- Knowledge of children development stages. Sincere interest in the development of young children.
- Ability to provide positive leadership to children and have an understanding of their needs.
- Ability to establish and maintain cooperative working relationships with others.
- Knowledge of the mission, policies and procedures of the Association.

**JOB SEGMENTS:**

- Assists in planning and implementing appropriate age level activities for children.
- Supervises children using CYS program standards and NYS Child Care Regulations.
- Assists in basic custodial duties; maintains clean and orderly toys and equipment.
- Assists in maintaining attendance and health records.
- Provides opportunities for daily communication with parents and guardians.
- Develops and maintains good working relationships with parents, supervisors, children and co-workers.
- Communicates interests, needs and concerns to co-workers and Children's Center Director to ensure the smooth coordination of services to parents and children.
- Participates in staff meetings and training sessions.
- Actively participates with children in activities. Stimulates each child's natural curiosity and desire to team.
- Ensures that children are released to authorized individuals only.
- Responsible for maintaining neat and orderly program area and restoring rooms to original order.
- Acts as a role model of appropriate behavior and language for children.
- Documents and reports physical evidence of child abuse or neglect.
- Complies with Association mission, policies and procedures.
- Performs other duties as assigned.