



**JACK & JILL
CENTER**

EMPLOYEE JOB DESCRIPTION

JOB TITLE:	Assistant Teacher
DEPARTMENT:	Elementary-Madelaine Halmos Academy
CLASSIFICATION: Exempt /Nonexempt	Nonexempt
REPORTS TO:	Principal
POSITION TYPE AND EXPECTED HOURS OF WORK full time or part time typical work hours and shifts days of week overtime expectations	Full Time Available/Part Time Available Work Hours: Daytime hours vary but a set schedule will be provided Days of Week: Monday - Friday Over time possible from time to time
REVIEWED/REVISED DATE:	May 2021

REQUIRED EDUCATION:
Associate’s or Bachelor’s Degree in Early Education or Elementary Education

REQUIRED CERTIFICATIONS:
45 DCF child care hours completed CPR/First Aid for Infant through Adult Preferred: Elementary Education certification

REQUIRED WORK EXPERIENCE (YEARS):
Two years of experience in a program for school age children, elementary education, or group tutoring

REQUIRED QUALIFICATIONS:
<ul style="list-style-type: none"> • Demonstrate knowledge and understanding of educational “Best Practices” in federal and/or state standards, and content-specific subject matter. • Provide a warm, nurturing, safe and loving environment where social emotional concepts are enhanced, independence encouraged, and individuality respected. • Ability to take on many tasks at once and prioritize them by importance and relevance • Strong organizational skills • Computer skills as required for the position. Understanding of technology integration# • Ability to work in a collaborative environment and be a contributing member of the team

PREFERED QUALIFICATIONS:
<ul style="list-style-type: none"> • Knowledge of Florida state and national educational standards# • Knowledge of STEM and arts education# • Experience with educational apps and Google platform

JOB SUMMARY/PURPOSE:
Responsible for assisting in the classroom and working as a team with grade level teacher(s), supporting educational activities, including but not limited to, cooperative learning groups, distance learning support, recreational activities and enrichment programs. Provide support and reinforcement of lessons. Lead small group and one-on-one lessons and activities.



ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental job duties of the position. A job function may be considered essential because the reason the position exists is to perform that function, there are a limited number of employee available among whom the performance of that job description can be distributed, and/or the function may be highly specialized. Evidence of whether a particular function is essential includes, but is not limited to, the amount of time spent on the job performing the function and the consequences of not requiring the incumbent to perform the function.

ESSENTIAL JOB FUNCTION (1):
<ul style="list-style-type: none"> ● Actively interact with students with positive and encouraging demeanor at all times. ● Assist with keeping an organized and orderly classroom space that promotes creativity and rigor. ● Prepare classroom learning materials and displays to ensure appropriate learning support materials are available at all times. ● Supports students through independent work, ensuring assignments are completed and submitted on schedule. ● Provide assistance one-on-one to students who may require extra guidance. ● Assist with communication with parents regarding their student's educational and course work progress as needed. ● Facilitate brain breaks and enrichment activities#
ESSENTIAL JOB FUNCTION (2):
<ul style="list-style-type: none"> ● Ensure all cleaning, sanitization, social distancing protocols and all other relevant CDC guidelines are executed flawlessly, 100% of the time. ● Support structuring the classroom space to be conducive to focused learning. ● Practice excellent room control to ensure students stay on task and complete assignments. Support Conscious Discipline. ● Use age-appropriate behavior techniques to ensure an emotionally healthy cohort. ● Assists in the implementation of behavioral management strategies for individual/group settings to ensure safety of all children and staff. ● Communicates with parents and other primary caregivers to ensure a positive, participating environment.
ESSENTIAL JOB FUNCTION (3):
<ul style="list-style-type: none"> ● Ensure the safety of the students within the classroom, arrival and dismissal, on the playground, during breaks, on field trips and throughout the campus.
ESSENTIAL JOB FUNCTION (4):
<ul style="list-style-type: none"> ● Provides coverage in other classrooms as needed. ● Attends and completes designated in-service trainings including State mandated children care training in the first year of hire. Complete yearly in-service hours mandated by the State of Florida. ● Frequent walking, sitting, bending, stooping, lifting up to 30 pounds and reaching overhead required.

EEO

STATEMENT

Jack & Jill Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or



employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran’s status, or any other characteristic protected by law. In addition to federal law requirements, Jack and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager/Director _____ HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____