



## **Now Looking For Afternoon Teaching Assistants!**

### **Job Description**

Artisan Childcare Center provides high quality early childhood education with a strong emphasis on the arts, primarily music. We serve children ages 6 weeks through 6 years of age. Each child at Artisan receives a daily music lesson. We offer a rewarding and supportive environment within a unique workplace. Artisan offers great benefits and career development opportunities at our growing company. Join a childcare center that values creativity, diversity, respect of children and professionalism.

Assistant Teachers are those employees who work in an early childhood class under the guidance of the Lead Teacher and report directly to the Center Director. The Assistant participates in all required staff training, development meetings including, but not limited to, Orientation Meetings prior to the beginning of the school's opening or shortly after the beginning of the school year.

### **Classroom Duties**

- Nurture, support, and help meet the needs of all children in the classroom, including meal times, diaper changes, supervision and general care.
- Assist with planning and implementation of classroom activities to meet developmental and academic objectives.
- Help with daily classroom record keeping to chart each child's developmental and academic process.
- Maintaining a positive attitude and open communication with parents/staff/administration.

### **Student and Family Support**

- Assist the lead teacher with progress reports, may be asked to participate in parent teacher conferences twice per year and provide feedback on student's progress.
- Respond in a timely manner to all parent inquiries.

### **Administrative Responsibilities**

- Demonstrate professionalism in every aspect of the job and adhere to Center guidelines and professional standards.
- Practice the use of confidentiality in all situations as outlined in Artisan Childcare Staff Handbook.
- Follow protocol for managing information (i.e. attendance, personal/sick days), etc. as detailed in Center Handbook.
- Observe all school deadlines (classroom and school).
- Attend all faculty meetings.
- Use a timely and positive manner when voicing concerns or seeking help from Administration

**Job Type:** Part-time

**Salary:** \$13.00 to \$17.00 /hour

**If interested, please contact:** Nicole Catalano through email at [nicole@artisanchildcare.com](mailto:nicole@artisanchildcare.com)

**We're looking forward to meeting with you!**