

**MARCUS JEWISH COMMUNITY CENTER OF ATLANTA
ATLANTA, GEORGIA
POSITION DESCRIPTION**

INCUMBENT:
SUPERVISOR: Kim Sucan
DATE:
CLASSIFICATION:
GRADE:

TITLE: Assistant Teacher
DEPARTMENT: Early Childhood Education
LOCATION: Zaban Park
SIGNATURE:

SUMMARY

The Weinstein School's teaching staff has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests. Assistant Teachers have the educational qualifications, knowledge, dedication to learning, and professional commitment necessary to promote children and their families as they learn and develop. The assistant teacher supports the development and implementation of a quality educational program reflecting the goals and values of the school. The assistant teacher contributes knowledge and insight, ideas and creativity to the teaching team. The assistant teacher brings a love of children and of learning and commitment to introducing children to a supportive, creative Jewish learning environment, and is well versed in child development.

QUALIFICATIONS

Required:

- Associate's Degree or CDA
- Education relating to care for children under the age of 5
- Strong oral communication skills
- Ability to relate to young children and adults
- Strong desire for continued learning and growth
- Ability to carry out assigned tasks, accepting supervision and acting independently as needed
- Judaic knowledge or willingness to acquire
- Ability to recognize safety hazards and protect children from harm
- Meet background check & health requirements
- Good character and reputation
- Child CPR & First Aid certification
- Familiarity with NAEYC guidelines

Preferred:

- Degree in a child related field
- At least three years of experience in the group education of children
- Jewish education
- Experience in a NAEYC accredited school

RESPONSIBILITIES

Teaching & Curriculum

- Contribute ideas to the planning and implementation of a balanced and sound daily curriculum
- Work and play with children, individually and in small groups
- Nurture physical, spiritual, emotional, social, and intellectual growth and development of each child

- Provide care, protection, and guidance to the children
- Ensure consistency of the daily curriculum with the school values statement

Administrative & Classroom

- Provide a cheerful, nurturing, healthy, safe and clean classroom environment
- Assist in the set-up and clean-up of class activities
- Maintain storage, organization, and cleanliness of classroom equipment and materials

Communication & Community

- Maintain a continuing dialogue with the teaching team
- Work with teaching team on problem solving classroom and school issues
- Participate in regular teacher learning days
- Participate in school social and family education programs
- Attend school wide and class events such as picnics, parties, parent meetings, and Shabbat dinners; Volunteer for at least two community wide JCC events annually
- Communicate any concerns regarding a child's progress, a parent, or a classroom issue to the Head Teacher and/or Preschool Director
- Protect the rights and privacy of children and families by maintaining confidentiality according to the NAEYC Code of Ethics

Professional Development

- Strive for a good working relationship with fellow teachers and administrative staff
- Embrace a school culture of lifelong learning through a commitment to personal learning and growth
- Work towards increasing abilities as an teacher and as a teacher in a Jewish preschool through classroom experience and observations, attendance at workshops & classes, reading of books and periodicals; Must complete 10 hours of State Credits and at least 18 hours of BECTI Training in continuing education annually
- Team with other preschool staff for professional development on the peer to peer level
- Strive for a good working relationship with fellow teachers and administrative staff

Any additional responsibilities as assigned by the Director.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to move from standing to crouching to sitting on the floor and back to standing. The employee must be able to use hands and fingers to reach, handle, or feel objects, tools, or controls; and see, talk and hear. The employee must be able to lift children up to 50 lbs. Employee must be able to lift and carry children and equipment, spend time on the floor or child-sized furniture. They will be expected to clean and maintain equipment and facility and must be able to move throughout the community with children. The teacher will be working in a busy and occasionally noisy environment. There maybe a number of activities and situations happening at once, and the preschool teacher will have to supervise all children at all times. The preschool teacher may come in contact with children who are ill and /or contagious, and must take precautions to ensure the health and safety of all children, parents, staff, and themselves.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. aThe noise level in the work environment is usually moderate to high.

This job description is not intended to be all-inclusive, and incumbent will also perform other reasonably related business duties as assigned by immediate supervisor and/or other management as required. The JCC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.