

Assistant Group Supervisor

Little Lights Learning Center is committed to offering Christian childcare and preschool as vital ministry to building bridges to the greater Carlisle community by sharing the love of Jesus Christ. An Assistant Group Supervisor assists the Group Supervisor with instructing children in activities designed to promote social, physical, and intellectual growth needed for each child's development at the Center.

Qualifications:

An Assistant Group Supervisor must be able to share the love of Jesus Christ with children. An Assistant Group Supervisor is responsible for serving as a member of a cohesive teaching team, assisting in implementation of the curriculum and management of the day-to-day operational activities of the classroom. An Assistant Group Supervisor must have a basic understanding of the children's cognitive, social, emotional and physical development in order to ensure a safe and stimulating classroom environment where children are actively engaged and encouraged to succeed. An Assistant Group Supervisor must be skilled in communicating with both children and adults in order to meet the needs of the children, effectively work with the lead teacher, and resolve parental concerns.

A Group Supervisor must have either:

1) a High School Diploma or general education development certificate; 15 credit hours in early childhood education, child development, special education, elementary education or the human services field; and one year work experience related to the care and development of children, or

2) a High School Diploma or GED certificate and two years' work experience related to the care and development of children.

Job Duties:

1. Assesses the children's learning needs, plans individual and group activities to fit these needs along with consideration to the individual child in his/her cultural and socioeconomic background, and helping each child to understand his/her value in the group. Activities will include social, motor and problem solving skills in accordance with the policies and philosophy of the Center. Using developmentally appropriate practices consistent with 4 Stars requirements and designed to meet the children's assessed needs.

2. Maintains lesson plans with the Group Supervisor.

3. Assists with the preparation of: a. education materials and supplies required to implement the daily activity plan; b. the posted daily schedule; and c. the classroom for activities.

4. Conducts a daily health check of each child on arrival. Instructs children in practices of personal cleanliness and self-care. Attends to children's basic needs by feeding them, dressing them, and changing their diapers.

5. Participates with, cares for, and supervises children at all times – including activities away from the classroom such as walks and play time. Eat with the children at the lunch table and engage in conversation during meal/snack time.

6. Helps children develop habits of caring for their own clothing and picking up and putting away toys and books.

7. Provides children with experiences, which builds self-esteem, encourages self-reliance, and helps each child to function cooperatively in a group. Practices positive discipline (yelling or

raising voice is not acceptable). Consistently monitor acceptable discipline policies. Provide a loving, caring, nurturing environment for each child.

8. Provides and maintains a positive relationship with parents, and communicates necessary information in a professional manner.

9. Promotes self-help in serving meals and snacks with children. Maintains personal cleanliness, including washing hands after toilet use and nose wiping and in preparation for serving meals and snacks.

10. Keeps room environment interesting, safe and clean. Reports maintenance and safety concerns and supply needs to the Director, as needed. Maintains child-staff ratio in compliance with the Department of Public Welfare. Maintains Department of Public Welfare regulations consistently.

11. Performs general housekeeping tasks in the classroom, bathrooms (Preschool & Toddlers), kitchen and playground area.

12. Attends parent meetings, special events, and all staff meetings.

13. Participates in offered training programs, conferences, courses, and other professional growth opportunities. (Meeting the minimum as required by the Department of Public Welfare and any other licensing and funding agent.) Responsible for annually obtaining twenty-four hours of early childhood training.

14. Prepares child progress reports. Assists with accurate record keeping of attendance and food counts for all children. Observe and record significant individual and group behavior.

15. Maintains CPR, First Aid training, and fire safety training as required by the Center or the Department of Public Welfare. Observes safety and security procedures. Reports potentially unsafe conditions.

16. Reports suspected abuse to the Director.

17. Maintains confidentiality.

18. Follows all Center policies and procedures and supports the Center's goals and values. Maintains the moral and ethical standards of the Christian faith on the job and outside the workplace as an employee and representative of the Center.

This list of responsibilities is not to be considered as all-inclusive. Additional responsibilities may be assigned or current responsibilities modified after consultation with the Board.

Supervisory Responsibilities: This job has no supervisory responsibilities.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; squat; bend; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Working Relationships:

The Assistant Group Supervisor shall perform the above responsibilities under the direction and supervision of the Group Supervisor and the Director.