

Friends Center for Children

Job Description

Infant/Toddler Assistant Teacher

Friends Center for Children is an early childhood education center providing high-quality, full-time year-round care for children ages 3 months to 5 years. We offer a child-centered, hands-on learning experience in a safe and nurturing environment. At Friends Center, children learn through creative play and a wide range of developmentally-appropriate activities. We are non-sectarian and our values-based curriculum is guided and enhanced by its foundations in the Quaker principles of community, equality, peace, simplicity, truth and stewardship. As a cooperative organization, parents and teachers at Friends Center work together to create a diverse and supportive community. Our mission is to educate children, empower families, inspire teachers, engage community, embrace diversity and embody equity.

The Assistant Teacher is responsible for supporting the Head Teacher with the general supervision and management of children and curricula. The Assistant Teacher will support the implementation of the mission of Friends Center by providing best practices in childcare while using a cooperative model and the Quaker principles of simplicity, peaceful resolutions of conflicts, integrity, community and equality.

Essential Duties and Responsibilities:

- With the guidance of the Head Teacher, plan, supervise and implement infant/toddler curriculum. The curriculum will reflect the Quaker values as outlined above as well as best practices. The curriculum framework will be guided by children's interests and developmental needs resulting in daily activities that are reflective of the mission of Friends Center.
- Meet physical, social-emotional and cognitive needs of all children in the center.
- Provide materials for children that are reflective of Friends Center philosophy.
- With the guidance of the Head Teacher, keep classroom organized, clean and appealing including changing the materials on the walls and/or bulletin boards on a bi-monthly basis based on developmental needs and interests.
- Maintain a positive emotional attitude with children, families and other staff.
- Work to build positive relationships among staff/parents/guardians/volunteers.
- Attend all staff meetings.

Qualifications:

- Good oral and written skills.
- Fluency in Spanish a plus.
- A.A. or B.A. in Early Childhood Education preferred.
- Cultural sensitivity and proven ability to work with a diverse population.
- Experience in a child-care setting preferred

Physical Requirements:

- Vision and hearing must be within normal range so as to be able to provide sight and sound supervision.
- Ability to lift and carry 40 lbs.
- Ability to bend, sit on the floor for prolonged periods and get up again is required.

Reports to: Infant/Toddler Head Teacher

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This is a full-time, exempt, 40 hour/week position. Some evenings and occasional weekend hours are required.

Salary Range: \$35,568+

Benefits include employer-sponsored health insurance and PTO including 17 center closings (federal holidays and the week between Christmas and New Year's). Friends Center also has a staff support program which can include tuition reimbursement and mentoring.

To Apply: Please send resume and cover letter to humanresources@friendscenterforchildren.org. We look forward to hearing from you!

EDUCATE CHILDREN EMPOWER FAMILIES INSPIRE TEACHERS ENGAGE COMMUNITY EMBRACE DIVERSITY EMBODY EQUITY