



## **Baxter Child Development Center**

*Assistant Teacher – Infant/Toddler*

***Baxter Child Development Center is searching for qualified classroom teachers to join our team!***

Baxter CDC Early learning program focuses on providing high quality educational experiences that supports both the academic and social emotional needs for children six weeks through 5 years old.

### **Job Summary:**

The Assistant Teacher's responsibilities include assisting the lead, and assuming leadership in the absence of the lead teacher to provide world-class care and learning experiences rich with engaging activities which support social emotional growth.

**Employment Status:** Full Time, \$14 - \$16/Hour

Baxter offers employees great health benefits, PTO and 403B options.

### **Job Functions:**

- Work with Early Childhood Coordinator to uphold classroom requirements, standards and guidelines
- Experience working with children and teaching them in developmentally appropriate ways aligned with NAEYC and Michigan Early Childhood Standards of High Quality.
- Demonstrate good attendance, punctuality, and excellent communication/ organization skills.
- Prepare lesson plans based on current approved curriculum
- Keep communication current with parents and Child Development Center Director
- Demonstrated ability to differentiate instruction, by using a variety of styles, and inspire mixed culture and ability classes by creating challenging and engaging learning opportunities for all students
- Maintain professional attitude
- Treat children, parents, and other teachers with respect and dignity
- Recognizes and responds to the individual needs of each child, and treats all children in a manner which is appropriate and helps build children's character and self-esteem
- Keep accurate records on child's developmental stages
- Perform other duties as assigned by the Center Director
- Adheres to all guidelines contained in Baxter's Employee Handbook
- Attends staff meetings and any recommended training programs and conferences
- Demonstrates friendliness, dependability and trustworthiness towards others
- Willingly participate in a minimum of 16 hours cross-cultural trainings suggested by supervisor per year

### **Essential Competencies Required:**

- Culturally Competent
- Flexible/Resilient
- Ability to Multi-Task
- Results-Oriented Thinking & Behavior

### **Knowledge's, skills & abilities:**

- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services
- Knowledge of safety regulations, practices and procedures
- Skill in conducting interviews to establish the nature and extent of concerns/issues, and provide professional assistance to families or staff and determine appropriate referral services/opinions
- Ability to work well with others in a team approach
- Ability to communicate effectively, both orally and in writing.

### **Minimum Required Education and Experience:**

- Valid Child Development Associate Credential (CDA) or be willing to acquire a Child Development Associate Credential (CDA) or higher.
- Associates Degree Preferred
- Prior experience working with children and families in an Early Childhood setting

### **Additional requirements:**

- Position is identified as having regular contact with children in accordance to public law; therefore, a criminal background check must be completed
- Knowledge of computer web based programs, Word, Excel, and PowerPoint
- Walking, standing, bending, and carrying of small and light objects

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To be considered for the position, applicants must send cover letter and resume via email. Applications will be reviewed as they are received.

Send cover letter and resume to:

[aaarie@baxtercommunitycenter.org](mailto:aaarie@baxtercommunitycenter.org)