



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:

- Shifts are Monday –Friday from 2:00pm to 6:00pm
- (approximately 20hrs/week) with opportunities for more hours
- \$15 Hourly

Job Functions:

- Assuming leadership in caring and planning activities for Aftercare program
- 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:

- High School Diploma or Equivalent
- 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

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:

aarie@baxtercommunitycenter.org