



Strengthening & Equipping Neighborhoods Together

## SENT Prep Academy Assistant Teacher Job Description

<b>Team Member:</b>		<b>Supervisor:</b>	Childcare Director
<b>FLSA (Exempt/Non-Exempt):</b>	Hourly (Non-exempt)	<b>Position (full or part-time):</b>	part-time
<b>Location:</b>	Hi-Crest Area, Topeka, KS	<b>Travel Required:</b>	In town, if any
<b>Hours:</b>	20 hours per week	<b>Supervises:</b>	No
<b>Last Updated (date &amp; by):</b>	03.22.2021, Kscott	<b>Starting wage:</b>	\$12/hour

### Primary interactions with:

Children and families enrolled at the SENT Prep Academy, SENT staff, leadership and partners, vendors, and community members.

**Work schedule:** Full-time hours necessary to complete work assignments. Center hours are Monday – Friday, 7 a.m. – 6 p.m.

98% Assisting the lead teacher

2% Program administration

### SENT’s Mission:

Intentionally walking beside neighbors through loving relationships and strategic development to accomplish the holistic transformation of neighborhoods in Shawnee County.

### SENT’s Vision:

Holistic transformation of neighborhoods in Shawnee County, with an emphasis in Hi-Crest.

### SENT’s Core Values:

*Relocation, Redistribution, Reconciliation, Holistic Approach, Empowerment, Listening to the Community, and Leadership Development.*

### Position objective:

The Child Care Assistant Teacher is responsible for assisting the lead teacher with facilitating the days curriculum and monitoring the children. This supports SENT’s mission by ensuring collaborative and healthy relationships and being intentional with walking beside families in their educational journey through loving relationships and strategic development.

### Essential Functions:

- Assist the Lead Teacher to implement a consistent schedule that balances quiet and active activities including outdoor play, lunch, snacks and occasional field trips
- Monitor and connect with the children
- Foster learning through play and exploration
- Deliver positive guidance for behaviors and anticipate/diffuse disruptive behaviors
- Observe children regarding their growth towards meeting their individual learning plans and collaboratively strategize with the Lead Teacher to enhance or modify the plan as necessary
- Maintain a clean, safe and orderly environment
- Stay in continual compliance with KDHE Child Care licensing regulations
- Work collaboratively with staff to maintain a team environment to accomplish the tasks necessary to serve and support the center

**General Responsibilities:**

- Great work ethic and attitude
- Support SENT's strong relationship culture through quality customer service and exceptional teamwork skills
- Provide superior client service by resolving problems efficiently and responding timely
- Prioritize and manage work effectively
- Identify and implement solutions to problems in general and urgent matters
- Actively seek to add and enhance knowledge regarding developments and current trends in the industry that will serve SENT's needs
- Seek the counsel of supervisor on assignments and other issues as appropriate
- Work collaboratively with staff to maintain a team environment to accomplish the tasks necessary to serve and support the company
- Flexible in accepting additional assignments as requested by leadership
- Cross-train for other positions to cover when necessary
- Professionalism while representing SENT (onsite, professional and community events and via communications)
- Participate and attend meetings as requested
- Recommend policies and procedures as it relates to the area of responsibility
- Timely responses, within 24 hours, to inquiries for information to families, coworkers, and board members
- Comply with federal, state, and local laws
  - Follow SENT's policies and procedures
- Other duties as assigned

**Performance Measurements and Accountability:**

- Accurate and timely completion of the work assignment
- Collaborative relationships are developed and maintained with clients and staff (internal and external)
  - Team player that accomplishes work tasks in collaboration with others
  - Ability to change while accepting and supporting management decisions
- Complete a minimum of 15 hours of in-service training annually, as directed
- Continually demonstrate developmentally appropriate caregiving practices that support children: physical punishment, hitting, slapping, spanking, shouting or threatening children will not be tolerated and will result in immediate termination of employment
- Achievement of objectives as outlined by leadership
- Strict confidence and confidentiality
- Arrive in a timely manner and be prepared to work at the start of your shift

**Qualifications: (Knowledge, Skill and Ability)**

- Appropriate teaching experience in licensed child care center or preschool required
- Meet the criteria required by KDHE
- Ability to make effective decisions that produce positive results
- Ability to communicate effectively through both oral and written communication
- Solid understanding of child development, developmentally appropriate practices, and Kansas Child Care licensing regulations
- Attention to detail
- Ability to organize work and projects to ensure timely completion
- People skills: collaborative spirit, compassionate, and team player
- Excellent leadership, management, and communication
- Resident or willing to move to Topeka, KS, preferred
- Knowledgeable and willing to support the mission, vision, values, and strategies of SENT
- Expressed ability and/or references in:
  - Hard work, detailed, organized, enjoyable to work with
  - Follow through, accountable and independent execution
  - Compassionate, perseverance, patient, and empathetic
  - Able to define necessary boundaries with coworkers, families, and others
- Demonstrated ability in working with children, families, volunteers, and community leaders
- Demonstrates leadership ability, interpersonal skills, and organizational skills

- Demonstrates excellent teamwork skills and working together to achieve successful outcomes
- Demonstrates emotional maturity and stability and the ability to handle crises
- Demonstrates independent work skills to guide effective decision making and positive results
- Must clear a KDHE KBI/DCF background check

**Physical Demands:**

- Lift and move items up to 50 pounds
- Must be able to move body fast enough to keep small children from harm
- Sit, stand and walk for extended periods of time
- Ability to concentrate on detailed information
- Ability to bend, kneel and reach items
- Frequent use of hands to finger, handle or feel objects, tools or controls
- Must be able to speak and listen effectively
- Vision abilities for close vision, color vision, peripheral vision and depth perception to allow for the observation and supervision of children.

**Work Environment:**

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job.

- Child care center environment; majority of time spent in a pleasant, indoor environment with good lighting and temperature control. Outdoor play time with the children is a licensing requirement, with the parameters described by KDHE.
- This is a non-smoking work environment, including all premises and other such areas

**I can perform this job without accommodation**

**I need accommodation to perform this job**

*I have read and understand all aspects of the Job Description and agree that I am fully capable to perform the essential functions as outlined. If an accommodation is necessary, I will speak with the appropriate individual. I agree to perform to the best of my ability.*

This job description is only a summary of the typical functions of this position, not an exhaustive nor all-inclusive list of all possible job responsibilities, tasks, duties, knowledge, skill, and ability required to perform this job. Responsibilities and requirements may vary. This job description does not state nor imply that these are the only activities to be performed by the team member holding this position. Staff is required to follow other job-related instructions and perform other job-related responsibilities as requested by management. Job descriptions are not intended to and do not create employment contracts. SENT maintains its status as an at-will employer. Team members can be terminated at any time, for any reason not prohibited by law.

Team Member signature:

Date submitted:

***By checking this box, I verify the above is my electronic signature***