

# **Beginnings Preschool and Child Care Assistant/Floater Teacher Job Description**

Title: Assistant/Floater Teacher; part time

Reports to: Lead Teacher/Assistant Director/Director of Beginnings

## **Position Summary:**

Responsible for helping develop and implement ongoing developmentally appropriate activities that promote cognitive, spiritual, physical, language, social and emotional development of each child enrolled in class in collaboration with the lead and/or co-teachers.

## **Qualifications:**

- At least 18 years of age.
- Minimum of high school diploma, CDA credential preferred, but not required.
- Background in Conscious Discipline preferred; willingness to learn.
- Ability to relate positively to young children, families, and staff.
- Preferred knowledge of developmentally appropriate practices, Paths to Quality standards, and the ISTAR-KR assessment program; willingness to learn.
- Demonstrate success in working as a member of a team.
- Effective and strong communication skills.
- Demonstrate supervision skills of children.
- Be able to lift up to 50 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear, and speak with children to ensure children's health and safety.
- Have reliable transportation.
- Physical, TB Test, Criminal History Check, CPR/First Aid certification, Drug Screen, Fingerprinting, Child Abuse and Neglect Training, Indiana Foundations Training and other trainings as required by licensing.

## **Responsibilities and Duties:**

- Arrive promptly and be prepared for the day.
- Check daily attendance.
- Participate in school events: Meet the teacher, Back to School night, family nights, etc.
- Help maintain a positive, well organized, loving, and safe environment for all children and families.
- Establish a positive relationship with each child and each child's family.
- Support lead and co-teachers - help implement daily activities; observe children and communicate effectively with team.

- Meet weekly with lead and/or co-teachers to develop lesson plans and activities using the Growing up Wild, Mother Goose Time, and Indiana Foundations.
- Assist lead and co-teachers in maintaining records on each child's progress and development.
- Responsible for meeting all Paths to Quality standards, Registered Ministry, and CCDF guidelines.
- Attend all staff meetings and in-service trainings provided at center.
- Help maintain daily communication with families; communicate with families where lead or co-teacher is unavailable.
- Keep abreast of current knowledge and practices in the field of Early Childhood.
- Participate in at least 20 hours of early childhood training each year.
- Maintain policies and procedures for inside and outside classroom.
- Understand and execute emergency procedures and protocol when needed.
- Clean and sterilize equipment and toys daily; ensure room is clean at the end of the day (follow cleaning schedule); organize toys so room is ready for the next day.
- Coordinate furniture and supplies with other programs in the church (Sunday school).
- Report any family requests, complaints, or suggestions to the Director or Assistant Director.
- Maintain all required certifications.
- Other duties and responsibilities as required or assigned.

**First Baptist Church**  
**Beginnings Preschool and Child Care**

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Equal Opportunity Employer and Provider

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Employee Signature

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Date