

# Bright Start Learning Center

<b>JOB TITLE:</b>	Bright Start Learning Center Teacher Aide
<b>CLASSIFICATION:</b>	Full-time and part-time. Non-Exempt
<b>REPORTS TO:</b>	Bright Start Learning Center Director
<b>SALARY:</b>	\$16.00/hour, bilingual \$17.00
<b>BENEFITS:</b>	Medical, child care priority, free child care for one child, 50% discount for additional children enrolled.
<b>LOCATION:</b>	315 W 6th St, Leadville, CO 80461

## Position Summary:

Bright Start Learning Center's Teacher Aide is responsible for assisting Lead Teachers (LT) and Assistant Early Childhood Teacher (AECT) in ensuring compliance with Rules & Regulations of all State and local governing contracting agencies and follow safety procedures.

All employees, regardless of position, serve as role models for children and families who are served by our organization. Therefore, each employee must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as, appropriate role modeling. Hostility, aggression, name calling, and unnecessary or inappropriate physical actions are not acceptable.

## Primary Duties and Essential Functions:

- Cooperate as a supportive role in preparing the learning environment such as: assisting in setting up centers, and preparing snacks.
- Assist in general cleaning tasks.
- Tend to children's basic needs such as: diapering, feeding, dressing, and interacting.
- Participate in small and large group activities with the children under the supervision of a Director or ECT.
- Greet parents and children in a welcoming and friendly manner.
- Report immediately any signs of child abuse/neglect to the LT and Director and call **1-844-264-5437**
- Other duties as requested by the classroom teachers.
- Dependability and professional work ethic.
- Staff must believe in and act in accordance with BSLC's mission statement.
- Maintain an overall positive and professional attitude.
- Maintain confidentiality.
- Comply with policies and procedures laid out in the Employee Manual and Colorado Rules Regulation Childcare Centers.

## Professional Development:

- Participate in ongoing in-service days and educational training opportunities
- Attend Early Childhood Education classes to attain certification/degree in the field.
- Develop a Professional Development Plan with Director/Assistant Director.
- Accept guidance and supervision.
- Receive and respond to feedback in a positive manner.

**Minimum Requirements:**

- Must be at least 18 years of age.
- Spanish fluency and literacy.

**Work Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Walk on field trips around town, local parks, evacuation drills, etc.
- Stand, sit, stoop, kneel, squat, bend, and crawl
- Lift and carry children of all sizes and weights in your care.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**To apply please send a resume, cover letter, and a list of 3 professional references with contact information to [brightstartlcdirector@gmail.com](mailto:brightstartlcdirector@gmail.com)**

\*\$1,000 Bonus: \$200 signing bonus, \$300 6 month bonus, and \$500 yearly bonus for full-time staff

*Bright Start Learning Center celebrates all employees, students and families for who they are. We are an equal opportunity employer looking for a diverse team to serve our diverse community.*