

# Bright Start Learning Center

<b>JOB TITLE:</b>	Bright Start Learning Center Teacher Aide
<b>CLASSIFICATION:</b>	Full-time. Non-Exempt
<b>REPORTS TO:</b>	Bright Start Learning Center Director
<b>SALARY:</b>	\$15-18/hour
<b>LOCATION:</b>	Leadville, CO 80461

## **CHILD CARE PRIORITY FOR STAFF**

### **Position Summary:**

Bright Start Learning Center's Assistant Early Childhood Teacher (AECT) is responsible for assisting Lead Teachers (LT) and Early Childhood Teachers (ECT) in the general supervision and management of a classroom of toddler and preschool age children. Maintaining the academic, social-emotional growth and development of all children in their care. The AECT is also responsible for ensuring compliance with Rules & Regulations of all State and local governing contracting agencies.

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:**

- Assist LT/ECT in delivering weekly lessons and activities.
- Cooperate as a supportive role in preparing the learning environment such as: setting up centers, preparing needed materials and supplies, and help carry out developmentally appropriate activities.
- Tend to children's basic needs such as: diapering, feeding, dressing, and interacting.
- Participate in small and large group activities with the children.
- Assist LT/ECT in completing documents for on-going children observations.
- Provide responsive care to all children by promoting daily routines and creating a schedule.
- Support a safe and inclusive environment for children and families by incorporating cultural, linguistic, family values, and beliefs in the classroom, lessons, and activities.
- Greet parents and children in a welcoming and friendly manner.
- Provide daily reports to parents about their child's day during pick-up time and through our Database.
- Encourage families to participate in Family Engagement opportunities.
- Report immediately any signs of child abuse/neglect to the LT and Director and call **1-844-264-5437**
- Assist and complete general cleaning tasks.
- Help maintain children's contact information, medical records, and schedule changes up to date.
  - Report any changes to Director
- Participates in ongoing in-service days and educational training opportunities and early childhood classes.
- Other duties as requested by the classroom teacher
- Dependability, professional work ethic.
- Ability to support plans and implement educational activities.
- Ability to make decisions on behalf of children and protect their well-being.

- Staff must believe in and act in accordance with BSLC's mission statement.
- 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, evaluations, staff meetings, and educational training opportunities.
- Attend Early Childhood Education classes if working on certification/degree.
- Develop and update an Individual Professional Development Plan as needed.
- Accept guidance, and supervision.
- Receive and respond to feedback in a positive manner

**Desired Skills:**

- Spanish fluency and literacy
- Early Childhood experience preferred
- Dependability and professional work ethic
- Good communication, problem solving, and organizational skills
- Maintain an overall positive and professional attitude
- Ability to use technology to input data and for planning purposes
- Ability to effectively plan, organize, and implement educational activities
- Maintain confidentiality

**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, 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)**

*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.*