



**Job Title: Flex Teacher** (A flexible, energetic person to assist in all classrooms Infants through Pre-k.)

### **Qualifications**

#### **Professional:**

Minimum of a High School diploma or GED  
CDA or Child Development coursework preferred  
Current Infant/Child/Adult CPR & First Aid  
Basic computer navigation skills  
Child care classroom experience preferred

#### **Personal:**

Relate sensitively to people of all ages and varied backgrounds  
Demonstrate knowledge of child development  
Communicate effectively both orally and in writing with parents and co-workers  
Use supervision constructively and to work as a member of a team  
Interested in upgrading qualifications through professional development

#### **Physically:**

Perform physical tasks including but not limited to: mopping, sweeping, vacuuming, sanitizing materials, changing diapers  
Able to lift a minimum of 25 pounds  
Able to safely carry classroom cots and children under care as necessary  
Able to move furniture as needed  
Able to stand and sit on the floor for extended periods

## **Responsibilities**

- Assist Lead Teacher in that the classroom meets licensing, safety, and health requirements. This includes but is not limited to maintaining classroom, materials and equipment in a clean and safe condition.
- Attend to children's basic needs (assisting with bathroom accidents, runny noses, etc.) and provide for the children's physical, emotional, intellectual and social growth.
- Assist the Lead Teachers in conducting a developmentally appropriate program of educational activities in accordance with the school philosophy and curriculum.
- Follow posted daily schedule.
- Carry out posted lesson plans.
- Perform duties such as vacuuming, mopping, dusting, sanitizing materials, and cleaning restrooms daily.
- Communicate effectively, positively and with the appropriate professional speech and annunciation patterns when speaking with adults.
- Model appropriate behavior and speech patterns at all times for children to imitate.
- Ensure that each child feels welcome. Greet each parent and child upon entering or leaving for the day.