



JOB DESCRIPTION

TITLE: Assistant Toddler Teacher

COLLEGE/SCHOOL/DEPT: Childcare

REPORTS TO: Dir. of HUELC & Lead Toddler Teacher

FSLA: Non-Exempt

SALARY: \$30,000 - \$33,000

POSITION SUMMARY:

Assistant Teacher works under the direct supervision of the Lead Teacher to provide an early childhood education program for a group of children, ages 1 – 6 years old that meet the early childhood education standards. Assistant to the lead-helping address all areas of children development and to meet the individual needs of each child. In partnership with parents, the Assistant Teacher assists in the observation and assessment of children's development and helps plan and implement classroom curriculum based on child's development knowledge.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former, and current Students, clients, and suppliers as well as the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services. Learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Assist the Lead Teacher in the development of appropriate indoor and outdoor environments.
5. Assist in the use of curriculum framework and curriculum tools that provide opportunities for each child to meet learning expectations that prepare children for success in school.
6. Work independently to supervise children during assigned times of responsibility.
7. Support children's social and emotional development through positive child guidance approaches and development of positive relationships with children in the classroom.
8. Participate in the assessment of each child's learning needs through screening, observation, ongoing assessment, and the development of individual learning plans.
9. Provide general housekeeping tasks such as sweeping and picking up toys and materials used in projects.
10. Prepare, serve, and clean up breakfast, lunch and snacks as needed for the classroom model.
11. Assist children with routine hygiene needs
12. Establish and maintain positive communication with parents, children, peers and supervisors.
13. Assist in maintaining all required records in an accurate and timely manner.
14. Help maintain an orderly, healthy, and safe environment.
15. Maintain confidentiality.

16. Participate in the use of video communication and distance learning for ongoing professional development and team meetings.

17. Step in to perform duties of lead teacher in the even of the lead teacher's absence.

OTHER DUTIES AND RESPONSIBILITIES:

1. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Minimum Qualifications:

1. Experience working with young children

Preferred Qualifications and Skills:

1. Demonstrated ability to build positive relationships with children.
2. Demonstrated ability to work efficiently within a team.
3. Demonstrated computer skills, organizational skills, and commitment to follow through on tasks with a minimum of supervision.
4. Demonstrated ability to use sound judgment in critical and adverse situations.
5. Demonstrated ability to work with people, including parents, social service providers and school district personnel.

Working Conditions/Physical Requirements:

1. Work in all ages from 1-6 years old classroom setting arranging furniture and classroom learning assets.
2. Ability to lift up to fifty pounds.
3. Be able to perform stationary routine and repetitive functions for extended periods.

Employment Requirements:

1. Successful completion of a criminal records and fingerprint background check.
2. Valid certificate of CPR and first aid, HIV training, child abuse and neglect training, training on emergency preparedness, have a TB test to meet state health requirements, and have a current food handler's card.

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK: [HU App](#)

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to:

Humanresources@heritage.edu

OR

Heritage University
Office of Human Resources
3240 Fort Road Toppenish, WA 98948

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.