



90 28th Ave SE
Watertown, SD 57201
605-882-6646

JOB DESCRIPTION

Job Title:	Assistant Classroom Teacher
Reports to:	Lead Teacher and Director of Education
Status:	Full-time, Regular
Classification:	Non-Exempt
Schedule:	4 – 10 hour days per week

Job Summary

The Assistant Classroom Teacher will assist the Lead Teacher in creating an inviting, safe and stimulating environment that incorporates a play-to-learn program. This role will help implement the daily classroom lesson as provided by the Lead Teacher. The Assistant Classroom Teacher will collaborate with the other teachers in the classroom to ensure the development and safety of the children in their care in accordance with federal, state, and Our Little Village Learning Center policies. The Assistant Classroom Teacher must be skilled in communicating with both children and adults in order to meet the needs of the children in their care. This role must be comfortable in a Christian environment, leading children in prayer, implementing biblical principles and presenting a Christ-centered curriculum.

Essential Duties:

Classroom Management

- Assist the Lead Teacher to ensure the classroom is safe and developmentally appropriate for the ages in the classroom.
- Assist to ensure the weekly lesson plans are being implemented on a daily basis.
- Ensure that the classroom is kept clean and orderly and that the cleaning list is completed daily.
- Supervise children at all times and with direct, visual observation of the majority of the children from location inside the classroom and out on the playground, during outdoor play.
- Respond compassionately to the needs of the children.
- Greet children and their parents at pick-up and drop-off times and relay any important information to the parents.
- Complete all documentations required by the state and Our Little Village.
- Assist with mealtime activities and related record keeping.
- Practice and model good cleaning and hygiene etiquette (Proper handwashing, cleaning and sanitizing toys, wiping tables, etc.)
- Use positive discipline techniques as outlined in the staff handbook.
- Communicate positively with the children.



90 28th Ave SE
Watertown, SD 57201
605-882-6646

- Complete all required paperwork properly such as food sheets, attendance and other reports.
- Assists in documenting activities and communication with parents in the ProCare app appropriately.
- Complete 10 hours of professional growth training every year including 6 hours of orientation training and CPR and First Aid certification within the first 90 days of employment.
- Keep well-informed on the staff handbook and understand and follow the procedures and protocols listed in it.
- Other essential functions as assigned by the directors, Team Lead Teachers, or Lead Teachers, such as cleaning and organizing storerooms, kitchen clean-up, or other tasks.

Required Qualifications

- Strong oral and written communication skills and basic computer skills.
- Excellent organizational and interpersonal skills.
- Infant/child CPR and First Aid certification and maintain every 2 years.
- Must clear full background check.

Qualities and Skills

- Reliable to show up when scheduled and keep absenteeism at a minimum.
- Be respectful of children, parents, staff members, directors, and any volunteers or visitors.
- Demonstrates maturity, friendliness, warmth, patience, understanding, tactfulness and courteousness.
- Is flexible, able to work in a team environment, and able to grow with constructive criticism.
- Displays enthusiasm about teaching, independent responsibility, and ability to manage time efficiently.

Physical Requirements

- Requirements include the ability to take frequent walks, use hands and fingers. May also be required to kneel, bend, squat or crawl.
- Able to interact with children in many types of activities including but not limited to lifting up to 45 pounds, bend down and be on the floor at the children's level and be able to get back up without aids.
- Must be able and willing to work outdoors in a variety of weather conditions

Employee Acknowledgment: _____ Date: _____