



**BOYS & GIRLS CLUBS
OF SAN DIEGUITO**

POSITION JOB DESCRIPTION

JOB TITLE:	Assistant Teacher, Carmel Valley Montessori School (CVMS)
DEPARTMENT:	Specialty Programs, CVMS
REPORTS TO:	CVMS Director
LOCATION:	Polster Branch, 3800-A Mykonos Lane, San Diego, 92130
JOB CLASSIFICATION:	Full-time, Hourly
FLSA:	Benefits-eligible (Medical, dental, vision, life, Long-Term Disability, retirement, Flexible Spending Account, Voluntary Supplemental Insurance, 12 paid holidays, paid vacation and sick)
SHIFT: DAYS/HOURS	9am - 6pm (30min Lunch) to support the class for ages 2-3 years old
SALARY:	\$17 - \$19.50 DOE Competitive with other non-profits and commensurate with experience.

Job Summary:

The Assistant Teacher is responsible for assisting Lead teachers. Maintaining the classroom, the health and safety of the children. Assistant teachers report to their Lead Teacher and the CVMS Director.

Major Duties and Responsibilities- Key Roles:

1. Oversee the health and safety of the children in the class assigned; includes knowing the ratio and head count of the children at all times, monitoring in all areas, assessing child's well-being
2. Assist the Lead Teacher in preparation and maintaining a clean, orderly and prepared classroom
 - a. Cutting and filling paper
 - b. Sharpening pencils
 - c. Preparing art projects
 - d. Helping with snack
3. Cleanliness of the classroom
 - a. Clean/disinfect tables and chairs
 - b. Sweeping and mopping
 - c. Putting chairs up at the end of the day
 - d. Dusting (weekly)
4. Taking children to and from the bathroom
5. Supervising children while they are in the bathroom
6. Setting up cots for rest time
7. Keeping the classroom in order and making sure children have work during work time
8. Incident/Accident report; provide first aid as needed and if needed notify parents
9. Fire/Earthquake drill readiness
10. Maintain good communication with all staff
11. All other duties as assigned.

Minimum Qualifications

Education: High School Diploma or GED equivalent. Combination of education and related experience is applicable.

Experience: Minimum of 12 Early Childhood Education (ECE) Units. Prior school, teacher, or non-profit experience preferred.

- Must be able to pass a computer-skills test
- All candidates must successfully pass a Criminal Background check and Drug screening before hire.
- Must have or be able to obtain a valid CA driver's license and insurable driving record.
- Must have or be available to obtain CPR and First Aid certification (will provide training).

Knowledge, skills, and ability

- Provide excellent customer service.
- Communicate effectively with youth, parents, staff, and volunteers.
- Strong oral and written communication skills in interactions with coworkers, supervisors, and the public; in person, over the phone, and via e-mail.
- Strong organizational/time management skills and detail-oriented with the ability to work unsupervised and to be a self-motivated problem-solver.
- Demonstrated ability to effectively organize and schedule a calendar of events.
- Ability to maintain confidentiality.
- Demonstrated a keen understanding of the organization's philosophy, mission, and goals.
- Understand and uphold organizational policies and procedures.
- Demonstrate proficiency in computer skills (MS Office including Word, Excel, PowerPoint, Outlook)

Relationships

Internal: Maintains close, positive, and supportive daily contact with the CVMS Director and Teachers to receive/provide information, discuss issues, and/or to explain guidelines/instructions. Maintains positive interactions with students.

External: Maintains positive and supportive communications with parents/guardians and assists the CVMS Director in resolving problems.

Work Environment

This job operates in a youth center environment. The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Subject to noise from loud gyms, open space, youth, and programs
- The work environment is indoors in a temperature-controlled space. During program hours noise levels can increase and become loud due to many children in one area and nature of program and/or rentals using various tools or instruments.

Physical and Mental Essential Job Functions:

Language Skills

Must possess excellent written, verbal, and interpersonal communication skills and the ability to create, proofread and edit correspondence and written materials.

Must be able to project a positive company image, interact professionally with customers, vendors, retailers, all levels of company management and maintain confidentiality at all times.

Mathematical Skills

Must possess basic math skills including the ability to add, subtract, multiply, and divide numbers accurately as well as the ability to calculate percentages.

Mental Demands

Must possess excellent organizational skills and the ability to handle multiple duties and priorities simultaneously in a fast-paced environment. Strong analytical skills, follow-through skills, attention to details and ability to produce work with a high degree of accuracy required.

Physical Requirements

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

- Low to moderate physical effort required to sit, stand, bend, stoop, lift, reach overhead and walk.
- Ability to communicate in person and by telephone.
- Ability to read and type on a computer.
- Sit and/or stand for long periods of time.
- Utilize various office machines such as a fax and photo-copy machine.
- Must be able to travel off site to visit various club locations as well as conduct outreach efforts
- Must be able to lift and move objects 10-50 lbs.
- Specific vision abilities required by the job including peripheral vision.
- This position requires the ability to perform work in an office setting as well as in a highly interactive and emotionally and physically stimulating environment.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Boys & Girls Clubs of San Dieguito is an equal employment opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, or any other characteristic protected by law.

Signed by:

Employee (Print and Sign) **Date**

Approved by:

Supervisor (Print and Sign) **Date**

Reviewed by:

Director of Human Resources (Print and Sign) **Date**