



## Stillwater Area Community Services Center, Inc.

*Where Neighbors Come Together...*

PO Box 536/19 Palmer Street

Stillwater NY, 12170

Phone: 518-664-2515

Fax: 518-664-3590

[www.sacc.online](http://www.sacc.online)

**Title:** Room to Bloom Preschool Assistant Teacher  
**Department:** Child Care  
**Supervisor:** Community Center Administrator/Director of Child Care  
**Status:** Full-Time, Non-exempt, 40 hours per week  
**Salary:** Hourly; Dependent upon experience

### **Qualification:**

- A. High School Diploma or its equivalent  
OR
- B. Minimum of 1-year experience working with children under the age of 13

### **Position Summary:**

Support position under the daily supervision of the Child Care Director with input from the Center Administrator when appropriate. Works alongside the Lead Teacher to implement plans/programming according to lesson plans.

### **General Duties:**

- A. Provide a nurturing environment and direct, competent supervision of all children in the preschool program.
- B. Maintain an orderly physical environment conducive to optimal growth and development of children.
- C. Ensure proper staff ratios are maintained and that you are included as part of the ratio.
- D. Ensure programs meet NYS's Program Standards of Excellence.

### **Specific Duties:**

The responsibilities of the Room to Bloom Preschool Assistant Teacher shall include, but are not limited to the following:

#### **1. Activities**

- a. Implement daily activities and lessons for the children that contribute to the care, growth and development of the children who attend the preschool.
- b. Help integrate the students' school day with less formal learning experiences.
- c. Ensure program design and curriculum meets NYS Standards and Objectives.
- d. Prepare materials required to implement the daily activity plans.
- e. Manage the distribution and collection of games and materials used in activities.



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### 2. Administrative

- a. Keep daily attendance and child release records.
- b. In the case of staff absence, work with Child Care Director to find substitute personnel as needed.
- c. Ensure all required postings are current.
- d. Provide a schedule of the day's activities for reference to substitute.

### 3. Communication

- a. Maintain a responsible discipline policy and report persistent behavior to Child Care Director, to collaborate and plan action.
- b. Communicate regularly with the Lead Teacher to ensure program is meeting all guidelines and to discuss any issue regarding the program.
- c. Assist in soliciting parent and student feedback and incorporate into the program design when applicable.
- d. Work with Lead Teacher to write and distribute monthly newsletter.
- e. Communicate and collaborate with center staff and other program leaders to avoid conflicts of room usage

### 4. Health & Safety

- a. Ensure proper staff is present in all program areas with children at all times during the program.
- b. Follow licensing and Center procedures to safeguard the health and safety of the children in the program, which includes but is not limited to: hand washing, sanitary measures, building safety rules and rules regarding the use of supplies and equipment.
- c. Become knowledgeable of the emergency file and emergency procedures.
- d. Maintain current, written plans and diagrams for use in case of an emergency, fire or tornado which will be posted by all exists.
- e. Plan, implement and supervise schedule of required drills. Conduct periodic inspection of premises to observe possible hazards and maintain records.
- f. Keep room clean and within standards and guidelines.

### 5. Training

Complete a minimum of 15 hours of professional growth annually.

### 6. Other

- a. Works closely with Center Administrator to fulfill mission and accomplish overall goals set forth by the corporation.
- b. Stays informed of all SACC programs.
- c. Helps promote SACC programs and events.
- d. Assume addition responsibilities as required/directed by the Center Administrator.



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All employees of the Stillwater Area Community Center are expected to have a sincere interest in representing SACC in an organized, professional, empowering and positive manner. In addition, SACC is a small agency and various duties will occasionally be requested of each employee. All employees are expected to contribute to the efficient operation of the Center, not necessarily in the capacity listed in this description. These duties will come at the request of and under the direction of the Center Administrator.