

## Job description

Guadalupe School – Salt Lake City, UT

Job Type: PT Part-time, 5:30 p.m. to 9:30 p.m. Monday through Thursday

Salary: \$16.50 to \$18.50 per hour

Job Objective: Works as an assistant childcare teacher for children between the ages of 1 –Year old to 12 Years old.

Minimum Qualification: High school diploma or GED

Position Summary:

The Childcare Assistant Teacher is responsible for providing nurturing care to children, attending to their basic needs (i.e., shelter, food, clothing, medical care, and protection from harm). Responsibility also consist of every child's health and safety, which includes changing diapers, maintaining an active supervision of playtime, while also fostering their development through age-appropriate activities. Working as a member of the Guadalupe School agency, teachers follow the mission, goal, and objectives of the agency when interacting with students, parents, staff, and the community.

Qualifications:

- A record free of criminal violations that would prohibit school employment
- Willingness to learn and stay knowledgeable in current educational practices
- Ability to be sensitive, appropriately accepting, and caring towards children and other adults
- Bilingual in English and Spanish preferred

Essential Functions:

The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

Classroom Responsibilities:

- Work collaboratively with lead and assistant teachers to plan lessons and provide age appropriate instruction based.
- Develop instructional goals for individual students
- Keep records and provide evidence of student progress using evidence-based assessment tools
- Use knowledge of a variety of appropriate teaching strategies to adapt instruction and address the diverse needs of students in the classroom.
- Conduct classroom activities in whole group, small group, or one on one settings
- Use knowledge of developmentally appropriate classroom management practices to manage groups of up to 25 students in the classroom, outside on playground structures during recess duty and during transitions between classes, etc.
- Support school wide events as appropriate
- Communicate with center director classroom and student progress, needs, concerns, injuries or other important information requiring attention. Document all incidents as required by program policies and law
- Perform other duties as assigned

Other:

- Participate in staff meetings and professional growth opportunities as directed

- Knowledge of, or willingness to learn, appropriate technology necessary for instruction and team collaboration
- Wear work attire appropriate for student interactions and season of the year
- Sit/stand/navigate stairs and maneuver classroom spaces (e.g. between child-sized chairs) as needed while assisting students
- Lift up to 30 lbs.
- Demonstrate dependability, regular attendance, professionalism, consistent punctuality, and efficient management of work schedule
- Work independently and in a team setting towards a team goal

Abilities Required:

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledge personal accountability for decisions and conduct
- Demonstrate professionalism and contribute to a positive work environment
- Effectively use listening, observation, reading, verbal, nonverbal, and writing skills
- Adhere to appropriate confidentiality practices and professional ethics
- Maintain an acceptable attendance record and is punctual
- Perform duties efficiently with limited supervision

Job Types: Part-time

Pay: \$16.50 to \$18.50 per hour

Education:

- Associate (Preferred)

Experience:

- Child Care: 1 year (Preferred)

License/Certification:

- CPR Certification (Preferred)

Please send your resume and 3 professional references to Rubya at [rubya.alailefaleula@guadutah.org](mailto:rubya.alailefaleula@guadutah.org).