



Alphabet Academy

6355 Beechtree Dr. * West Des Moines, IA 50266 * (515) 223-1387 * (515) 225-2203 FAX * www.AlphabetAcademyWDM.com

Job Description: Co-Teacher

General Summary

The Co-Teacher is responsible for assisting with leading the assigned classroom in developing a cooperative working team among the staff members in that classroom to produce a productive and prepared learning environment. The Co-Teacher partners with parents, colleagues and community professionals in a safe and healthy environment to provide nurturing care and developmentally appropriate education to meet the educational, physical and emotional needs of children.

Essential Functions

- Provide high quality care in a group setting that meets diverse needs and promotes healthy development of children.
- Ensures positive communication with families through regular verbal and written contact regarding program, children's progress, opportunities for involvement, special concerns and family needs; conducts parent/teacher interviews, case conferences as required.
- Assist with planning a stimulating, developmentally appropriate program incorporating Montessori methods and materials in accordance with organizational, and legal guidelines which incorporates independent and self-directed learning experiences meeting both group and individual children's needs, varied daily activities, opportunities for child-directed play and cross cultural, anti-racist and non-sexist learning; participates in developing individual program plans to meet the special needs of children; records program plans.
- Provides supervision of the children; implements program plans on a daily basis; prepares appropriate materials and equipment and sets up areas for planned activities; provides a welcoming and nurturing environment by demonstrating ongoing affection, acceptance and support of each child; guides and assists children in activities, routines and transition times; teaches appropriate behaviors and skills through modeling, counseling, mediating, observing, questioning, demonstrating and reinforcing; implements therapy suggestions as required.
- Assists the Lead Teacher as requested with evaluating the program and development of individual children; observes, assesses and records children's progress and behavior and recommends group program and teaching modifications to better meet needs; assists with identifying and informing Director/Owner of special needs which may require referral.
- Attends to physical needs of children; instructs and assists in developing self-help skills such as washing, dressing, toileting, and eating, as necessary; attends to diapering needs; feeds children and ensures special dietary requirements are met; ensures children are clean, dry and dressed appropriately.
- Maintains a healthy and safe environment; administers and maintains records of medication and first aid; records and reports accidents and serious occurrences; operates and ensures safety of all equipment including special needs equipment as required; monitors children's health, records and reports on illness and special health conditions; cleans and disinfects toys and activity areas and

carries out other program related housekeeping duties; monitors location for health and safety hazards; opens and secures facility.

- Participates within a team to ensure the ongoing administration and coordination of the program's activities and certifications; records attendance; adjusts schedule to ensure staff ratios are maintained; arranges replacement as required; participates in agency activities and committee meetings and consults with community professionals; monitors and reports on needed supplies; adheres to outside grant or certification application and award guidelines (i.e. QRS, Reach for the Stars); keeps Director/Owner advised of pertinent information.
- Participates in professional development through education and training, both in-house and external , to maintain Iowa DHS approval to work in a licensed child care center and keeps up to date with developments in the field.
- Respects confidentiality and relates to parents, children and other staff members in a professional and ethical manner.
- Accomplish 'To Do' priorities as assigned
- Provide prompt, friendly and attentive service
- Adhere to Alphabet Academy policies and philosophies
- Exhibit an attitude of professionalism and service
- Other duties as assigned

Requirements

Experience

- Experience working in education, childcare or adult care fields
- Experience with Montessori teaching methods beneficial

Education

- High school diploma or GED required
- Higher education preferred, such as a Certification/Certificate or Associates Degree or higher
- Child-related experience or degree preferred
- Education and/or experience in Montessori teaching methods beneficial

Required Knowledge, Skills, and Abilities

- Must be able to pass Iowa DHS and FBI background checks
- Must maintain Iowa DHS approval to work in a licensed child care center
- Basic computer and math skills
- Excellent communication and interpersonal skills
- Reliable transportation
- Maintain a positive and professional work environment
- Passion for children and education
- Attention to detail
- Willing to learn all areas of the center and help train others
- Proven track record of being a team player
- Availability must be flexible to the needs of the business
- Minimum age requirement is 18 years of age

Physical Requirements (with or without accommodation)

- Ability to walk and be on feet for up to 12 hours a day
- Ability to lift up to 50 pounds
- Ability to bend repeatedly