

Warwick Child Care Center, Inc.
Assistant Group Supervisor Job Description

General Description of the Position:

The assistant group supervisor serves as assistant to the teacher, under the supervision of the center's Director, Assistant Director and the lead teacher.

Educational and Age Requirements:

- Be at least 18 years old.
- High School Diploma and 30 credit hours in Early Childhood Education.
- High School Diploma, 15 credit hours in Early Childhood Education and one year experience with children.
- High School Diploma, GED and two years experience with children.

Specific Job Duties:

- Interact with children in a manner that clearly conveys love and acceptance.
- Comfort crying children immediately.
- Respond to the children through appropriate touching, holding, smiling and speaking in a positive tone of voice.
- Initiate classroom activities.
- Supervise and assist children with meals and clean up.
- Assist and monitor children during handwashing.
- Assist and supervise children during toileting period and diapering every two hours.
- Assist teachers with curriculum planning, art work and whatever is needed.
- Step into the role of a lead teacher as needed.
- Participate in supervising and teaching during learning activities, free play and outdoor play.
- Adhere to the daily schedule.
- Use equipment and supplies conscientiously.
- Be flexible and willing to assist another employee in a time of need.
- Willfully perform housekeeping and kitchen duties as needed.
- Assist with maintaining a clean and orderly physical environment conducive to optimal growth and development of children; including, but not limited to: stocking paper goods, refilling soap dispensers, sweeping under sand tables, wiping down trash can lids and chairs, dusting computers, picking up and organizing toys, etc.
- Perform emergency duties when the need arises; including, but not limited to: mopping up a spill, cleaning up after a sick child, shoveling snow, salting the sidewalk etc.
- Participate in fire drills bi-monthly.
- Greet each parent and child by name at all times.
- Monitor indoor and outdoor safety hazards at all times and reports the hazards to the Director or Assistant Director as necessary.
- Consistently provide each child with individual attention while being aware of the entire group of children.
- Accountable for the supervision of all children in your classroom at all times through use of turtle charms (staff and child ID cards).
- Maintain confidentiality at all times.
- Monitor children's usage of the computer, both the amount of time spent on the computer and the context in which they are using the computer.