



## **Position Title:**

Assistant Preschool Teacher

## **Work Location:**

Building Blocks Learning Center Main Campus  
2210 Baker Street, Wis. Rapids WI 54494

## **Position Overview:**

The Assistant Teacher at Building Blocks Learning Center works as a team with the Lead Teacher, in being responsible for daily planning, management and supervision of the classroom and children. Instructs children enrolled in BBLC in activities designed to promote social, emotional and physical growth.

## **Responsibilities:**

- Meets, understands, and follows all State of Wisconsin Group Daycare Licensing requirements and Building Blocks Learning Center Policies for the position.
- Supervise and ensure the safety and well-being of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group.
- Respectfully guides children when social, academic or adjustment problems arise.
- Handle discipline promptly and in accordance with the stated BBLC Child Guidance Policy.
- Develops, plans and prepares for the daily classroom schedule by collaboratively working with the team teacher in preparing and posting weekly lesson plans that promote an atmosphere which allows children to develop as individuals in the group setting.
- Completes all daily, weekly and monthly classroom paperwork. This may include, but is not limited to: attendance record sheets, accident and medical reports, daily notes, food program reports, classroom schedule changes, lesson plans and required classroom postings.
- Physically arranges the classroom into well-defined and organized interest areas, decorates the classroom bulletin boards with pictures, children's art work, and other hangings, and ensures the classroom is maintained in an orderly fashion.
- Completes appropriate disinfecting of classroom, gym and outdoor equipment and toys ensuring a safe environment in the classroom, gym and outdoor areas. Ensures indoor and outdoor equipment is working appropriately.
- Assists children with meal times and clean up. Sits at the table to encourage family type atmosphere during mealtime.
- Assist children in toilet learning by communicating and following parent established guidelines relating to each individual child's toilet learning process. A child may never be punished for lapses in toilet learning. Never shame, humiliate, or restrict a child from activities due to toilet learning lapses.
- Attends and participates in all mandatory staff meetings and trainings.



- Understands and maintains Center safety objectives and attends mandatory annual/semi-annual safety trainings.
- Collaboratively directs activities of staff in the classroom to ensure that classroom functions in an orderly manner while maintaining a team type atmosphere.
- Communicates daily with parents in a professional manner.
- Keep the Assistant/Executive Director informed in advance of program needs, report any special needs or problems regarding individual children, and report any cases of suspected child abuse or neglect prior to contacting authorities. (Unless an emergency situation, then notification of Assistant/Executive Director should be done immediately following notification of the authorities).
- Promotes the childcare center by supporting the philosophy and policies of BBLC.
- Accepts temporary work assignments in the event regularly scheduled personnel are not available.
- Additional job duties/responsibilities as assigned by the Director / Assistant Director.

### **Qualifications:**

- Associate Degree or experience in the field of childcare is highly preferred.
- Ability to relate to children in a positive manner.
- Ability to demonstrate appropriate role modeling skills.
- Possess emotional maturity and stability.
- Possess good communication skills.
- Ability to handle crises.
- Knowledge of child development.
- Ability to recognize individual and group needs.
- Ability to understand and comply with all BBLC and State Policies.

### **Additional Notes:**

Occasional overtime may be required if parents are late in picking up their children. The Director will indicate when/if overtime is warranted. All overtime must be approved.

### **Reports to:**

Lead Preschool Teacher  
& / or Director / Assistant Director  
& / or Administrator