



Position Title: Associate Teacher

Accountable to: Lead Teacher

Position Overview: The Associate Teacher is responsible for fostering a warm, welcoming, and developmentally appropriate environment for the designated age group. In addition, the Associate Teacher assists with coordinating and implementing the classroom curriculum, as well as collaborating with other FitKids staff in the classroom.

Required Qualifications:

9 Early Childhood Education Credits credits

Preferred Qualifications:

Associate's Degree In Early Childhood Education

Key Accountabilities:

Classroom Responsibilities

- Prioritize safety and well-being of children at all times
- Assist with the implementation of a well rounded, comprehensive play-based curriculum that promotes physical, emotional, social and cognitive development of children
- Ensure a welcoming environment for children and families at all times
- Maintain positive communication with other FitKids staff
- Maintain an engaging and well organized classroom
- Engage individually with all students and appreciate their uniqueness
- Help children resolve conflicts and assist them in positively managing their feelings
- Perform all tasks related to the well-being of children, including but not limited to feeding, holding, changing, and playing
- Provide guidance to children through redirection and positive reinforcement
- Communicate problems, concerns or questions with the Lead Teacher
- Abide by the Rules and Regulations of the New Hampshire Childcare Licensing Bureau.
- Assist Lead Teacher with child assessments
- Support Lead Teacher in designing weekly lesson plans
- Help coordinate events and activities for families
- Collaborate with all teachers to foster a warm, fun, professional and productive work environment
- Available to work a varied and flexible schedule
- Help with staffing coverage as necessary

Health & Safety

- Assist with meal and snack preparation.
- Maintain a clean and organized classroom
- Maintain clean and hygienic shared spaces
- Prepare accident reports as needed
- Adhere to all policies within the RVC & FitKids employee handbooks
- Ensure FitKids safety and security standards are maintained at all times (including sign in/out, dispensing first aid/medications, accident reporting, appropriate clothing, etc.)
- Maintain confidentiality of information regarding families and children

Skills and Qualifications:

- Associates degree in Early Childhood Education or a related field preferred
- 1-2 years professional teaching experience
- Meets NH licensing requirements for Associate Teacher
- Excellent interpersonal and communication skills
- CPR and First Aid certification

Additional Expectations:

- Safely lift children up to fifty pounds
- Bend, stoop, kneel, and sit on the floor with children
- Attend after-hours staff meetings as required

I have read and understand the duties set forth in this job description and certify that I am capable and willing to complete the tasks as required.

Employee signature/name **Date**

FitKids Director Signature/name **Date**