

**Family Promise of Gallatin Valley, (FPGV) Inc.**  
**Job Description**

**Title:** Early learning Center Assistant Teacher  
**Classification:** Non-Exempt; Hourly  
**Reports to:** Early Learning Center Lead Teacher and Assistant Director

**What We're Looking For:**

- ❖ Passion for teaching young children with an energetic and creative approach
- ❖ Authentic, engaging, compassionate and flexible
- ❖ General knowledge of Early Childhood Developmental Milestones

**Job Summary:**

The Family Promise Rising Stars Early Learning Center Assistant Teacher will provide support to the Lead Teacher in charge of the classroom. This could involve one of the three infant rooms and/or four preschool rooms. The assistant teacher will be responsible for reinforcing and assisting in teaching daily curriculum, supporting the Lead Teacher in daily activities, occasional communication with families, ensuring the safety of students, and providing direct care.

The Early Learning Center Assistant Teacher will uphold our Vision and Mission statements:

- The Family Promise Rising Stars Early Learning Center is a community-based center that will provide developmentally appropriate child care and early learning opportunities for infants, toddlers, and preschoolers.
- The mission of Family Promise Rising Stars Early Learning Center is to help families in our community achieve sustainable independence by offering a safe, trusting, accepting, respectful secure learning environment for their children, while offering family programming geared towards the unique needs of the families we serve.

**Responsibilities and Duties:**

***Administration***

- Occasionally assist in properly completing all necessary documentation; including student attendance, daily health checks, diapering and potty forms, infant feeding forms, medication administration forms, etc.
- Provide and support organization of own proper documentation for licensing and training requirements

***Family Involvement***

- Day-to-day interactions at drop-off and pick-up with parents; helping to support the warm and welcoming environment our community provides

***Classroom Management***

- Follow daily curriculum and schedule
- Ensuring wellbeing of students at all times

- Utilize instructional and assessment strategies as directed by the Lead Teacher
- Assist students with activities planned
- Maintain classroom cleanliness

***Other***

- Supporting the Lead Teacher in maintaining the highest quality program
- Continuing open communication with Lead Teacher and Assistant Director
- Maintaining the highest quality rating as defined by our STARS to Quality membership

**Knowledge/Skills/Abilities:**

***Knowledge***

Required Qualifications:

- At least 16 years of age
- Certification in first-aid and CRP training including child first-aid and CPR or will acquire within 30 days of hire
- Current on the PR (or will acquire within 30 days of hire)
- Must be or willing to be certified as an Assistant Teacher qualified through Montana DPHHS
- Some experience working with early childhood ages children (birth to 6) and families
- Have some knowledge of the NAEYC milestones and early childhood programs

***Skills***

- Maintain a high standard of professionalism
- Ability to relate to a diverse, and sometimes vulnerable, population
- Great time management
- Working well as a team or independently

***Ability to***

- Work in a dynamic environment with multiple distractions involving children of all ages
- Demonstrate the ability to collaborate with other facility staff and center families
- Maintain a strict confidentiality policy of records and information of families, staff, and children
- Be committed to helping the facility provide the highest quality care and learning environment
- Be flexible during tasks, understanding that this unique environment will demand change frequently
- Be dedicated to Rising Stars vision and mission
- Work well with students of various needs and abilities