



Urban League
of Greater Oklahoma City, Inc.

Empowering Communities
Changing Lives

JOB TITLE: Assistant Teacher
DEPARTMENT: Education & Family Development
REPORTS TO: School Age Coordinator (Master Teacher)
FLSA STATUS: Non-exempt/Revised October 2017
RATE OF PAY: \$8-10 per hour
HOURS OF WORK: **After School Program Hours:** Monday – Friday 2-6 p.m.
Full-Day Program Hours: 7:30-5:30 p.m. (schedule will vary)
APPLY: Email resume to: humanresources@urbanleagueok.org

Essential Job Functions:

As part of the education team, under the general direction of the School Age Program Coordinator, the Teacher Assistant is responsible for assisting in routine student activities such as meals, field trips, hands on projects, instruction, teaching materials, and equipment. Assist maintaining a safe, fun, organized, and sanitary environment for children. Plan and participate in classroom, playground, and field trip activities and must demonstrate regular and punctual attendance. Transport children from local schools. Cover reception desk as needed.

Responsibilities:

Assist in providing direct care of children. Assist in implementing long and short-range activities, objectives, and outcomes measurement in accordance with curriculum, program logic models, united way, and agency policy, practice, and philosophy. Provide input for bi-annual assessment of children's development. Maintain daily open communication with parents.

Minimum Education Qualifications:

Assistant Teacher Certificate, Master Teacher Certificate or Child Development Associate (CDA) with a combination of work experience and education to be considered. Experience working in a childcare environment as an educator and/or dealing with Early Childhood Education and/or related field. Candidates must be CPR and First Aid certified prior to or within 30 days following start date. Candidates must also be able to pass a background check and drug screening. Excellent communication skills (written and oral), self-starter, child engaging, encourage social and age-related skills, the ability to lift up to 60 pounds, and the ability to climb stairs are also required. Graduation from high school or possession of high school equivalency (GED) and a minimum of one (1) year of experience in a responsible day care position.