



Assistant Teacher Job Responsibilities:

- Be at least 18 years of age, have a high school diploma, or equivalent and six month experience as a teacher. Report to work on time, as scheduled by Management and based on the center's needs.
- Be willing to work overtime or substitute in other classrooms as needed.
- Help manage a busy classroom environment and provide the structure and discipline to ensure everyone's health and safety.
- Help to provide and maintain a successful learning environment for all students.
- Creating, loving, caring environment to support children to achieve educational milestones and goals.
- Help in preparing lesson plans in Reggio Emilia teaching philosophy, using the LadyBug Academy lesson plan template, and implementing the LadyBug Academy Program as trained by the Program Director.
- Help in updating classroom boards, visuals, and decorations.
- Help in planning developmentally appropriate activities and projects for children based on weekly themes.
- Design and maintain a clean, clutter-free, organized classroom environment to support children's education, health, and safety.
- Help in providing constructive feedback to parents, on a regular or as-needed basis during the hours of operation, and reporting on children's progress, and daily learning activities with Brightwheel software.
- Following Brightwheel post standards as directed by management.
- Learn and follow all Center policies as listed in the Staff Handbook and Virginia Department of Education licensing standards.
- Responding to parents' messages and concerns daily during working hours, if needed.
- participating in staff meetings and completing mandatory training.
- Assuring the safety and well-being of all children by active, all-time supervision.
- Following the assigned classroom schedule.
- Assisting and actively supervising children while using bathrooms, and/or changing diapers as needed.
- Equally dividing the workload if working with a Lead Teacher, and actively communicating with other Staff presenting in the classroom.
- Being respectful, and kind to all LadyBug Academy Staff members and Teachers

Applicants must meet the following requirements:

- Willing to obtain First Aid/CPR certification if needed.
- Have current negative Tb test and undergo/pass a CPS and criminal background check, as well as complete Child Abuse and Neglect Training.



- Complete all assigned BKC training before teaching in a classroom.
- Must be responsible, punctual, energetic, and must love interacting with children.
- Available to work a consistent schedule (schedule to be determined based on job vacancy needs). Flexible hours to be discussed.
- Willing to work overtime, as well as occasional weekends (such as open house days), depending on Center's needs.

Applicant Name: _____

Applicant Signature: _____

Date: _____