



## **Advancing Barton County Childcare, Inc.**

4507 Farmers Plaza Ln

Great Bend, KS 67530

[www.abccinc.org](http://www.abccinc.org)

*Mission: To provide quality, reliable and sustainable childcare solutions to the citizens of Barton County*

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**POSITION TITLE:** ABCC Bright Beginnings Assistant Teacher

**REPORTS TO:** ABCC Bright Beginnings Site Director

**HOURS:** Full-time

**SALARY LEVEL:** Based on qualifications

**BENEFITS:** Medical insurance, 401K match, Paid Time Off

**Apply by sending your resume and a cover letter to [admin@abccinc.org](mailto:admin@abccinc.org)**

### **POSITION SUMMARY:**

The position of an assistant teacher is an important role in the early childhood environment as teaching is a team effort. The assistant teacher will work alongside the lead teacher to implement a variety of daily activities which include observing, supervising and educating children, organizational duties, and optimizing the learning and play environment while also meeting the child care health and safety standards. If you want to help children get a great start in life while informing their educational experience from an early age as one of our indispensable and hard-working assistant teachers, then apply today.

### **RESPONSIBILITIES:**

- Assist in the implementation of High Scope curriculum activities and encourage participation by children.
- Actively engage in activities; manage cleanliness, order, and availability of classroom materials.
- Maintain frequent communications with parents through informal discussions and progress reports.
- Encourage self-help and good hygiene through behavior modeling.
- Create an open and positive learning environment for the school's parents.
- Help ensure a smooth, daily transition from home to child care center.
- Follow all center policies and state regulations.
- Maintain a personal professional development plan to ensure continuous quality improvement.
- Maintain a healthy classroom environment – including maintaining appropriate hygiene and cleanliness standards and safety and security of children.
- Ability to work well with others (staff, children, teen parents, and grandparents) and to foster a team environment.
- Other duties as assigned, such as resetting the classroom after each day, disinfecting toys regularly, and making sure the classroom is a clean and safe environment.
- Maintain strict adherence to confidentiality protocols and policies.
- Must be able to meet a stringent background check to ensure regulatory compliance, including but not limited to offenses or crimes against persons or felonies.

## **JOB SKILLS AND QUALIFICATIONS**

### **Minimum Education Requirements:**

High School Diploma or equivalent

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- Basic knowledge of child development and age-appropriate activities.
- Strong communication skills.
- Patience, empathy, and a genuine love for children.

### **Preferred Education Requirements:**

- Master's, Bachelor's, or Associate's in Early Childhood Education, and/or CDA Credential
- Previous experience working with children is preferred.

### **Requirements:**

- Experience in a child care setting
- Ability to execute lesson plans that meet educational standards
- Able to accomplish new hire requirements
- Provide proof of a negative TB test
- Pass a health assessment
- Pass a KBI Background check.
- Provide proof of first Aid/CPR training; or willingness to complete
- Must be 18 year or older
- Must be able to lift at least 40 pounds
- Must be willing to complete the appropriate trainings for the job within 30 days of starting.
- Follow and implement all center policies and procedures on a daily basis
- Ability to work well with others (staff, children, teen parents, and grandparents) and to foster a team environment.

### **ABOUT US:**

Advancing Barton County Childcare (ABCC) is a non-profit organization committed to providing top-tier childcare solutions to the residents of Barton County. Our primary center, Bright Beginnings, is dedicated to assembling a team of exceptional individuals who possess the necessary expertise, compassion, and dedication to transform our mission into a reality for the youngest members of our community. At Bright Beginnings, we hold our core values, notably communication, trust, respect, training, and education, in the highest regard. By placing emphasis on these fundamental pillars, we strive to cultivate a nurturing environment for our teachers and a stimulating atmosphere for our students. ABCC, Inc. is the ideal establishment for those seeking opportunities for personal and professional growth within a widely connected childcare network while simultaneously fostering opportunities for the next generations of our beloved community.

*ABCC, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*