Position Title: Assistant Teacher for Infant/Toddler Center
Purpose of Position: Assist in a child care classroom in order to ensure quality care of children
Classification: Administrator
Education: Associate’s Degree required
Supervision Received: General supervision; reports to the Baby Bulldog Center Director/Lead Teacher
Supervision Exercised: Oversees activities of student employees
Work Schedule: Part-time; Monday – Friday
FLSA Classification: Exempt

Example of Duties:
This position involves caring for children between ages 0 and 36 months in accordance with state licensing and credentialing requirements. The successful candidate will:

- Provide child care in a classroom setting
- Develop and foster strong relationships with children and families
- Organize and lead activities designed to promote physical, mental, and social development, such as games, arts and crafts, music, and storytelling
- Observe and evaluate children’s performance, behavior, social development, and physical health
- Enforce rules for behavior, and procedures for maintaining order
- Maintain licensing and professional conduct standards consistent with the National Association for the Education of Young Children (NAEYC) and State of Michigan regulations
- Perform other duties as assigned

Minimum requirements:
- Associate’s Degree
- Six months to one year of experience in providing child care and program development in the State of Michigan
- Early Childhood General and Special Education (ZS) endorsement
- First Aid and infant/child/adult CPR Certification
- Must be able to perform duties within the normal bounds of a classroom environment including interacting with, playing with, lifting and carrying infants or toddlers for the majority of the day.

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:
Education with a focus on Early Childhood Education, Child Development or a related field is preferred. The successful candidate will show initiative and will be organized, punctual, and have a demonstrated ability to prioritize and work independently.

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

Interested individuals should submit a cover letter, resume, and the contact information for three references to Andrea Milner at amilner@adrian.edu