

2190 South Razorback Road
Fayetteville, AR 72701
(479) 249-6113
info@prismeducationcenter.org

Infant/Toddler Assistant Teacher

Prism Education Center is a values-based non-profit organization located in Fayetteville, Arkansas. The mission of Prism Education Center is to develop children of knowledge, insight, integrity, and wisdom who will impact every sphere of society by expressing and representing a standard of excellence. Prism fulfills this mission through preschool, private school, summer school, and after school programs for children ages 6 weeks to 17 years of age. The faculty, staff, and service members of Prism Education Center are committed not only to the intellectual development of students, but also the holistic development of students. Consequently, students at Prism are provided numerous activities including character development programs, arts education, physical fitness activities, social and emotional learning, and numerous other programs that build character, content knowledge, and capacity in students served through Prism's programs. Values are integrated not only in the instruction and content of each lesson, but also in the lifestyle of the individuals who teach and serve at Prism Education Center. Prism Education Center has three campuses in downtown Fayetteville: Prism Willow Heights which houses students 6 weeks to 5 years of age, Prism South which houses students 4 years to early primary school, and Prism North which houses students in upper primary (8 years) to high school (17 years).

Position Description

The Assistant Teacher will serve in the Willow Heights Navy/Pink Room with students ages 6 weeks to 18 months in the 2016-17 school year. The Assistant Teacher is expected to follow the standards set by the *Minimum Licensing Requirements for Child Care Centers* and the policies of this program at all times. Additionally, the Assistant Teacher is responsible for assisting in classroom activities, supervising children to meet their needs for nurturing and guidance, and assisting with observation programs, while providing a safe and healthy environment for children.

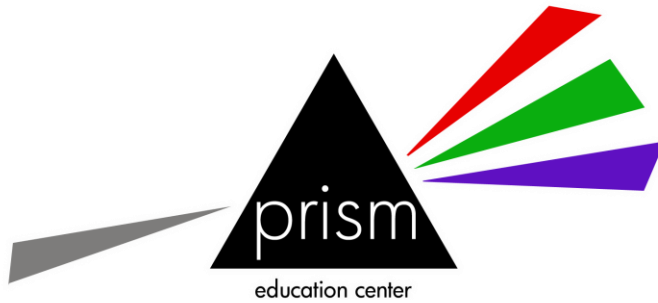
Supervisor(s): The Site Supervisor at Prism Willow Heights, underneath the direct supervision of the Executive Director

Essential Job Functions

Responsibilities will include, but are not limited to the following:

- Maintain a safe environment
- Treat each child with respect and dignity
- Use and promote positive guidance techniques

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- Assist in activity planning and classroom management
- Promote healthy eating practices
- Assist children in toilet training or diapering
- Assist in planning, supervising, and implementing appropriate activities for the class in accordance with the policies and philosophy of the school
- Assist in the assessment and observation of children's needs and developmental progress on an ongoing basis
- Assist in developing routines with smooth transition periods
- Work cooperatively with fellow staff members and parents
- Participate in a variety of opportunities for family engagement and encourage families to participate in the program
- Attend all staff meetings and recommended training programs
- Attend parent functions
- Notify the director in the event of absence, according to center procedures
- A demonstrated ability to consistently embody the values of Prism Education Center in interactions with other teaching staff, site managers, parents, and students
- Ability to maintain an upbeat and energetic position
- Perform other job duties as assigned

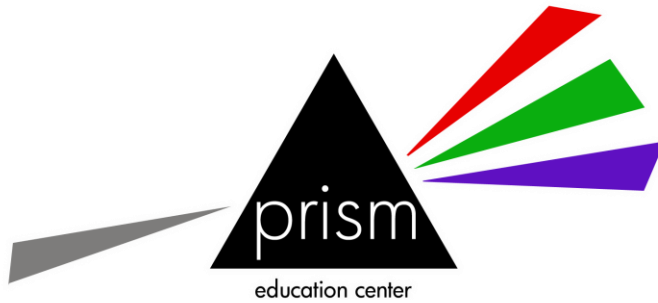
Disposition and General Responsibilities

The positive environment of Prism Education Center exists solely as a result of the attitude, position of service, and commitment to excellence displayed by the leadership, faculty, staff, and service members of Prism Education Center. The culture of Prism Education Center is a major component of the success of Prism's programs and is highly protected to ensure continuance of the values and culture highly esteemed by the organization and its program recipients. Assistant Teachers members must embody the same commitment to uphold this culture.

Qualified candidates must:

- Be able to remain calm and peaceful amidst loud noises and crying
- Have a pleasant and peaceful disposition
- Demonstrate the ability to affectively communicate with parents
- Be able to work independently without oversight or supervision
- Be responsible and driven to succeed in whatever role they are given
- Demonstrate the ability to track multiple situations at one time
- Be able to manage and effectively place boundaries on students
- Have a commanding but positive presence

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- Enjoy children
- Have a supportive and strong service orientation
- Be able to lift students who weigh as much as 50 lbs.
- Be able to bend, sit, squat, or stand for long periods of time
- Demonstrate a position of service
- Demonstrate the ability to work as a member of a team and value the contribution and input of others
- Create a culture of learning managing classroom policies and procedures, and creating respect and rapport among students through instructional and behavior guidance techniques that are consistent with the Prism Education Center values and educational philosophy
- Demonstrate integrity and maintain the ethical standards in both operational procedures and interactions with children and their families that are consistent with Prism Education Center's values and philosophy
- Model a healthy, intellectually active, ethical, and socially sound lifestyle for students in our program. Practice sound health habits required to effectively perform the position requirements.
- Comply with all the licensing and accreditation guidelines for all related and governing agencies associated with Prism Education Center, its students, and related activities.
- Demonstrate ability to maintain activity level associated with a fast-paced environment
- Demonstrate the organizational and communication skills necessary to effectively connect students and their families to the Prism community

Schedule:

This is full-time position with standard hours of 8:30 AM to 5:30 PM, Monday through Friday. Some flexibility for these hours may exist, but this will be established in writing in the employee's contract. Hours outside of this time for professional development may also be required.

Start Date

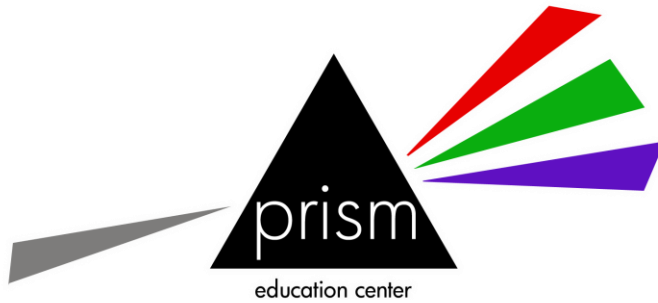
Start Date:
TBD

Minimum Qualifications:

- CPR Certification or acquire such certification within 60 days of employment

Preferred Qualifications:

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- Prior experience in a Licensed Child Care Facility
- Prior work experience at Prism Education Center or other values-based organization
- An Associate's Degree in Early Childhood Education or Child Development or a CDA Credential or a Waiver approved from these requirements (waivers will be approved upon hire).

Physical and Environmental Requirements

Must be physically able to perform the job of Assistant Teacher. Example: able to lift children and/or equipment up to 50 lbs. Able to stoop, bend, sit, and stand for extended periods of time. Remain outdoors during seasonably warm or cold times for a minimum of 60 minutes each day.

FLSA Status: Non-Exempt

Salary Range

- Entry pay starting at \$9.00 per hour
- Optional Health Care Benefits
- Meal Plan
- Uniform Stipend
- Childcare Assistance or Private School Discounts
- Continuing Education Benefits (if eligible)