

## Little Knights Learning Center - La Porte City Campus

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**Job title:** Child Care Assistant Teacher

**Responsible to:** Child Care Center Director

**Classification:** Non-exempt

**Last Revised:** June 2024

**Education required:** Pursuing or awarded High School Diploma or passed a general education development test.

**Age:** Must be at least 16 years old (18 years old to supervise children alone)

Little Knights Learning Center - La Porte City Campus (LKLC-LPCC) is looking for Child Care Assistant Teachers who love taking care of tiny humans in our 2-year-old, 3-year-old, and 4-and 5-year-old rooms! These teachers are responsible for assisting in the care of children by accepting and loving hugs, laughing at kiddo's jokes, singing songs, and counting the heads of energetic, fast-paced kids on a day-to-day basis.

### Perks of Working for LKLC - LPC Campus

Competitive Wages

Flexible scheduling

Paid time off (conditions apply)

Professional Development Assistance

No Nights/Weekends

Full-Time and Part-Time Opportunities

Lunch provided

Free employee childcare (conditions apply)

### State Requirements

LKLC - LPC Campus shall comply with all child care requirements in the Iowa Administrative Code and Code of Iowa as found in the Standards and Procedures of the Iowa Department of Human Services for the Licensing of Child Day Care Centers.

### General Staff Skills and Qualifications

All staff members shall be of good character and in good physical, mental, and emotional health. They shall pass an Iowa Bureau of Investigation criminal background check and the Child Abuse Registry. Criminal background checks may be conducted also in other states in which a prospective employee has resided, this check is done through the Federal Bureau of Investigations. Authorizations for these checks must be given at time of employment.

- Willing to obtain training in CPR/First Aid, mandatory child abuse reporter, Universal Precautions and Essentials in Childcare within 90 days of employment
- Display the LKLC - LPC mission of supporting and growing the community by providing high quality, easily accessible, and affordable childcare
- Friendly and energetic attitude

- Must be coachable and maintain good character
- Must successfully complete criminal and child abuse background check and register fingerprints with appropriate licensing entity
- Must have valid Iowa Driver's License

### **Essential Functions and Responsibilities**

Responsibilities include but are not limited to:

- Substitute in classrooms when needed
- Assist Child Care Teachers with curriculum or whatever is needed
- Ensure children are being supervised at all times
- Carry out our mission through lessons, learning through play, and interactions throughout the center
- Maintains materials, supplies and room equipment in good working condition
- Is conscientious with resources and inventory needs
- Meet the qualification guidelines as set for by the Iowa Department of Health and Human Services
- Maintain a stellar record of timeliness and attendance
- Maintains family, children, and staff confidentiality, while being supportive of all fellow staff members both publicly and privately

### **Workplace attendance and participation**

- Attends regularly. Dependable coming to work as scheduled.
- Reports absences within department procedures.
- Attend and participate in required meetings
- Successfully completed all required training required by Iowa Health and Human Services and LKLC - LPC Campus.
- Manage work time to meet the needs of internal and external customers, stakeholders.
- Provide strong leadership.
- Performs other duties assigned.

**Physical Demands:** The work requires light physical exertion and moving about including bending, crouching, stooping, stretching, and reaching or similar activities. Lifting objects may be required (typically, weight does not exceed 25 lbs., may on occasion be up to 50 lbs.). Occasional working with others in lifting or moving heavy objects is required. Travel to communities within the region and state is required.

**Potential Exposure to Blood and Body Fluids:** Job functions may include tasks with possibility of exposure to blood borne pathogens and bodily fluids.

**Mental/Visual Demands:** Frequent mental/visual attention is required in working with others. Work is occasionally repetitive and requires alertness and concentration. Listening and communication may require more intense concentration. Mental demands are most significant in dealing with a small group of adults.

**Work Environment:** Fairly good working conditions exist; however, there may be occasional exposure to disagreeable elements. Employees may occasionally work alone.

**Unavoidable Hazards/Risk:** Work involves small risks such as those one may face in an office or home environment. The magnitude of bodily injury resulting from work hazards is minimal. Work requires employees to travel within communities/neighborhoods that may be unfamiliar. Work requires employees to meet with potential child care providers in child care settings.

*A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions. All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or individuals served.*

*This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor.*

*Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.*

*I have been given a copy of this job description. I understand I am responsible to perform the essential functions and responsibilities listed in this description, and that I am to ask my supervisor for clarification regarding any information or statements within this job description I may not understand. I also understand I may request a reasonable accommodation with the Human Resources department to assist in me successfully performing the essential functions and responsibilities of this position.*