

Job Title: Assistant Teacher

Location: 8356 S. Stony Island Chicago IL 60617

Reports To: Lead Teacher and Center Director

Employment Type: Full-Time or Part-Time

Position Summary:

The Assistant Teacher supports the Lead Teacher in implementing a developmentally appropriate curriculum, supervising children, and maintaining a safe, nurturing learning environment. The Assistant Teacher helps ensure daily activities run smoothly while promoting children's social, emotional, and cognitive growth in compliance with Illinois DCFS licensing standards.

Key Responsibilities:

- Assist in the implementation of classroom activities and routines.
- Supervise children and maintain appropriate child-to-staff ratios at all times.
- Support the Lead Teacher in managing classroom behavior using positive guidance techniques.
- Help with set-up and clean-up of materials and activities.
- Observe and report child progress, health, or concerns to the Lead Teacher.
- Build positive, respectful relationships with children, families, and coworkers.
- Assist with meal and snack times, toileting, diapering, and transitions as needed.
- Maintain a clean and safe classroom in accordance with health and safety regulations.

Qualifications:

- Age: Must be at least 18 years old.
- Education:
 - Minimum of a high school diploma or GED.
 - Enrollment in or completion of coursework in early childhood education preferred.
- Experience: Experience working with young children is preferred but not required.
- Certifications:
 - Pediatric CPR and First Aid (or willingness to obtain upon hire)
 - Mandated Reporter Training (required)
 - Illinois Food Handler Certificate (if assisting with meals)

- Background Check: Must pass a DCFS fingerprint-based background check.

Skills & Competencies:

- Enthusiasm for working with young children.
- Ability to follow direction and work as part of a team.
- Patience, dependability, and strong communication skills.
- Willingness to participate in ongoing training and professional development.

Working Conditions:

- Must be able to lift up to 40 lbs and perform floor activities.
- Active participation in indoor and outdoor play.
- Flexible to assist in other classrooms or roles as needed.

Application Instructions:

Submit resume and references to dreambigscholasticacademy@gmail.com