



Assistant Teacher / Floater / Substitute *for all 3 Jump Start Preschool locations*

Job Type: Full-time or part-time

Locations:

Feeding Hills, MA
West Springfield, MA 01089
Westfield, MA 01085

Job Description:

The Assistant Teacher / Floater / Substitute supports providing a nurturing and dynamic early childhood education experience in conjunction with other classroom staff. This role encompasses supporting the implementation of engaging educational activities, maintaining a clean and organized classroom, and ensuring the overall safety and well-being of the children. Additionally, assistant teachers are expected to join staff meetings and attend professional development days to meet annual requirements. Uncertified staff are encouraged to take classes to continue their certification journey.

Key Responsibilities:

Curriculum Planning & Implementation

- Assist with implementation of age-appropriate lesson plans that align with educational standards and objectives as directed
- When working in a Preschool classroom
 - Assist with facilitation of a variety of learning activities, including arts and crafts, music, movement, and early literacy
 - Utilize play-based learning strategies and adapt interactions to accommodate different learning styles and needs
 - Ask engaging/open-ended questions to build relationships with children
- When working in Infant / Toddler classroom
 - Support infants and toddlers through responsive caregiving, including holding, rocking, and interacting during routines and play
 - Adapt interactions to meet individual developmental needs
 - Facilitate sensory-rich experiences that encourage exploration and discovery

Classroom Management & Environment

- Assist with maintaining a positive and respectful classroom atmosphere
- Support a warm, nurturing, and responsive classroom environment that promotes trust and security
- Implement effective classroom management techniques to support positive behaviors and social interactions
- Follow directions and recommendations from the Teacher or Program Director

Classroom Organization & Cleanliness

- Help keep the classroom environment clean, organized, and conducive to learning
- Support opening/closing duties as required
- Help enforce routines for tidying up and organizing classroom materials with children
- Report any maintenance issues promptly to the Teacher or Program Director

Health & Safety

- Follow health and safety regulations, including hygiene practices, first aid, sanitation, emergency procedures, allergy protocols, support for medical conditions, and medication administration
- Assist with maintenance of consistent supervision of children and maintain required teacher-child ratios at all times
- Report any hazards promptly to the Teacher or Program Director

- Store, prepare, and serve meals and snacks to children in a sanitary manner

Family & Community Engagement

- Build strong relationships with families through regular involvement
- Attend and participate in after-hours family engagement events such as open houses, graduations, and other program activities
- Collaborate with colleagues and utilize community resources to enhance educational opportunities

Professional Development

- Complete a minimum of 20 hours of professional development annually if full time, 10 hours if part time
- Stay current on best practices for early childhood care and development
- Attend monthly staff meetings to address program needs and contribute to team goal planning
- Work with internal and external coaches to support classroom practices

Regulatory Compliance

- Adhere to all EEC regulations and guidelines to ensure compliance and maintain program quality, including but not limited to
 - maintaining accurate attendance records
 - creating and storing injury and incident reports
 - maintaining appropriate teacher-child state ratios
 - following safety protocols
 - following program policies and procedures
 - providing consistent supervision
 - facilitating positive interactions

Professionalism

- Maintain confidentiality
- Be approachable and available to families
- Exhibit a positive attitude
- Be open to learning new things
- Be punctual and have good attendance
- Follow dress code
- Work well with others
- Solve problems and seek help when needed for classroom challenges
- Consistently demonstrate a genuine love for children
- Consistently strive to meet each child's best interests

Prerequisites:

- **Education:** High School Diploma (Working towards an associate or bachelor's degree in early childhood education, or a related field preferred)
- **Experience:** Previous experience working with children in a preschool or childcare setting preferred
- **Child & Adult CPR and First Aid certification** (or willingness to obtain within 6 months)
- **Physical:** Ability to lift 50 lbs., bend and sit on the floor for long periods, and engage in active play
- **Completion of Strong Start 2.0 training**
- **Commute:** Ability to commute to all Jump Start locations at which assigned

Skills:

- Organization and time management skills
- Strong communication and interpersonal abilities
- Creative and adaptable teaching techniques
- Patience, enthusiasm, and a genuine commitment to fostering children's development