

**FACULTY STUDENT ASSOCIATION OF  
TOMPKINS CORTLAND COMMUNITY COLLEGE  
Full Time**

**POSITION TITLE**

Assistant Teacher

**GRADE**

4

**PAGE**

1 of 1

**ORGANIZATIONAL UNIT**

Child Care Center

**REPORTS TO**

Director of the  
Child Care Center

**APPROVED BY**

FSA Board of Directors  
November 11, 2021

**SUMMARY**

Responsible for implementing the classroom program and daily schedule in accordance with policies and philosophy of the FSA Child Care Center and New York State Office of Child and Family Services (NYS OCFS) regulations.

**NATURE AND SCOPE**

- Assists the Head Teacher in the development, preparation, implementation, and supervision of classroom activities; shares recordkeeping activities including daily attendance, health check, classroom journal, meal census, sign in/out records, and reports to parents.
- Assists with the orientation of substitute teachers, work-study students and interns.
- Contributes information for the formal assessment of children.
- Shares responsibility for open communication between parents and the staff of the Center.
- Acts as a role model to all children.
- Responsible for an equal share of the joint housekeeping responsibilities including the cleaning and storage of materials and equipment.
- Responsible ordered arrangement, appearance, decor, and learning environment of the classroom.
- Assists the Head Teacher with field trip and special event planning.
- Assists in promoting fundraisers.
- Shares in the responsibility of inventory of classroom materials and supplies.
- May assume the role of the Head Teacher for short periods of time.
- Performs all work in accordance with governmental laws, state mandates, Center policies and NYS OCFS licensing regulations.
- Attends appropriate meetings, workshops and training sessions.
- Reports any concerns for child abuse or neglect to the Director.
- Maintains confidentiality at all times.
- Responsible for related duties as assigned.

**MINIMUM OUALIFICATIONS**

Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's degree in Early Childhood Education, Child Development or child-related field OR Child Development Associate (CDA) and one year of child care experience OR Micro credential (12 early childhood credits) and one year of child care experience. Current certification in First Aid and CPR required. If a candidate does not possess certification at the time of employment, the incumbent must obtain this certification within three months of the date of appointment. The incumbent must maintain valid certification for the duration of employment.

**ADDITIONAL REQUIREMENTS**

NYS OCFS background check and physical are required at the time of appointment.