

Preschool Assistant Teacher

- **PRESCHOOL FULL TIME**

Classification: Non-Exempt

Department: Preschool

Reports To: Director of Early Childhood

Position Overview

The Preschool Assistant is responsible for assisting with the implementation of the Science Center of Iowa Preschool program and other SCI early childhood programs.

Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with or without reasonable accommodation, and perform other duties as assigned.

- Greet all customers in a professional, friendly, and timely manner, including answering phones drop in visits and directing inquiries
- Assist with maintaining SCI's NAEYC accreditation standards including uploading digital files into the accreditation system
- Teach and direct classroom activities when assigned
- Prepare, clean and maintain classrooms and office space for daily use
- Maintain appropriate levels of supplies and timely placement of orders
- Basic office duties such as data entry and organize, file and maintain documents or records
- Attend and assist with parent/preschooler special events during the school year
- Manage and organize supplies and teaching materials
- Follow all policies and procedures of the Science Center and the Preschool
- Assist with oversight of children to ensure they are safe and engaged in the programming
- Actively participate on various internal and/or cross-functional teams as needed in furtherance of SCI's goals and objectives
- Plan and carry out other EC programs and activities with in SCI as assigned
- Please note this job description does not contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job; duties, responsibilities and activities may change at any time with or without notice

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Education, Experience and/or Other Requirements

Required

- Maintain current First Aid, Universal Precautions, CPR, and Mandatory Reporter credentials
- Excellent written and verbal communication skills
- Has a passion and love for all young children and their families
- Possesses character qualities such as patience, creativity, flexibility, joyfulness and endurance
- Ability to work independently while also constructively contributing in a team environment
- Trustworthy and of high integrity, showing high respect for confidential information
- Pass a physical examination and TB test every 2 years
- Successfully pass a background check and DCI fingerprinting

Preferred

- Clerical and office experience
- Para associate I and II or CDA or AA in Early Childhood

Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position is primarily focused on time with children and will require prolonged periods of standing and walking throughout the program space. The employee will also need to sit and stand on the floor throughout the day, and bend, kneel, stoop, crawl and crouch to be at eye level with children. The employee may be required to regularly lift and/or move items up to 25 pounds and occasionally lift and/or move up to 50 pounds. The noise level in the work environment is usually moderate to high.

Hours & Work Schedule

Hours will vary based on business needs and may include days, evenings, weekends and holidays. Primarily Monday through Friday schedule. Typically, no travel will be required.

To Apply: Email your resume and completed [application materials](#) to scihr@sciowa.org.