



# CULTIVATE MANKATO

<b>Job Title:</b>	Assistant Teacher
<b>Hours of Availability:</b>	5:30am - 10:30am (5 hour shift) 11:30am - 3:30pm (4 hour shift) 3:30pm - 7:30pm (4 hour shift)
<b>Start Date:</b>	Late July/Early August
<b>Salary</b>	\$10 - \$12 per hour + Benefits

## Overview

Cultivate Mankato is a child care center located in vibrant downtown Mankato, MN. We seek to create opportunities for children to engage with their community and create meaningful relationships that cultivate a sense of belonging. Cultivate Mankato provides opportunities for children to learn about the world through hands-on, reflective learning and healthy dialogue. Through this framework, our goal is to provide an environment for children to build relationships of mutual caring and respect while exploring the world around them through play-based learning.

Our Lead Teachers bring warmth, patience, and understanding to the classroom every day, encouraging children to learn and grow. They inspire children to be lifelong learners using our nationally recognized curriculum that promotes social, physical, verbal, and cognitive development. Our Lead Teachers are committed to making the center successful and know that creating meaningful relationships with children, families, and the team play a crucial role in that success.

## Primary Objective/Scope

When you join our team as an Assistant Teacher you will:

1. Ensure safety and health of children and provide consistent, positive, nurturing environment to children in the classroom and the entire center.
2. Assist the Lead Teacher in developing and implementing program activities that meet each child's social, emotional, educational and health needs by getting materials for activities ready, engaging deeply with children, and supporting anyway needed in the classroom.

3. Cultivate positive relationships with families, teachers, state licensing authorities, community contacts and corporate partners.
4. Actively assist Lead Teachers in preparing for daily, weekly, and monthly lesson plans appropriate for each child's social, emotional, educational and health needs.
5. Work with the Lead Teacher, Program Lead, and Director to understand appropriate ways to implement the Creative Curriculum within the classroom.
6. Work alongside the Lead Teacher in completing daily records for each child enrolled.
7. Ensure that daily opening and closing checklists are being completed thoroughly and accurately.
8. Ensure the Child Care Program Plan is being implemented at all times.
9. Help prepare reports to CPS and/or DHS to ensure the safety and well-being of all children cared for at the center.
10. Communicate with parents on a daily basis to discuss the development of their enrolled children and to better understand how to better serve the needs of families.
11. Attend professional and personal development trainings including First Aid/CPR.

## Required Qualifications

1. 4 year degree in any field and 9 educational credits relating to early childhood education
2. 2 year degree and 1040 work hours in the field
3. Ability to follow the lead of the Lead Teacher and provide support where needed
4. Ability to build relationships with families and coworkers
5. Ability to co-create a dynamic environment where play and learning happens
6. Outstanding customer service skills, strong organizational skills, and the ability to multitask and manage multiple situations effectively
7. CPR and First Aid Certification or willingness to obtain
8. English language proficiency

## Preferred Qualifications

1. Associate's Degree in Early Childhood Education

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee must be physically able to use a computer with basic proficiency, lift a minimum of 40 pounds, and work indoors or outdoors. Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.

## Position Type/Expected Hours of Work

This is a part-time position with three available shifts to choose from.

5:30am - 10:30am (5 hour shift)

11:30am - 3:30pm (4 hour shift)

3:30pm - 7:30pm (4 hour shift)

Extended hours may be necessary as needed to cover staffing during center hours. We may also need to cut back hours based on the daily enrollment. While we intend to stick with these hours as closely as we can, we may need to adjust as enrollment adjusts.