

ASSISTANT GROUP SUPERVISOR

General Function

Under the direction and supervision of the director and the teacher/group supervisor, the assistant group supervisor will be responsible to provide care for the children in the classroom.

Skills and Qualifications

The assistant group supervisor must have a high school diploma or equivalent and a minimum of 2 years documented experience working with children in a group setting. The assistant group supervisor must be a sensitive and mature individual who is able to relate well to both children and adults.

Responsibilities

- To provide care for a group of children as their primary caregiver under the supervision of the teacher/group supervisor
- To provide proper supervision of all children at all times
- To insure proper care, safety and well-being of all children at all times
- To actively participate in physical activity and ability to lift children
- To implement activities under the direction of the teacher/group supervisor
- To supervise children during activity, snack, meals, bathroom, playground and swim times
- To maintain a safe, clean, and pleasant environment
- To maintain an increasing understanding of child growth and development in working with children
- To participate in staff meeting discussions regarding the program and activities

Conditions

Your employment with our center is conditioned upon the following:

- Reference checks
- Completing and signing Disclosure Statement
- Pa State Police Criminal Record Check
- Pa Child Abuse History Clearance
- FBI Fingerprinting
- Verification of Qualifications
- Verification of Age
- Two (2) written references
- A physical exam including a TB test
- Training, including required annual Child Care training, First Aid, CPR, Fire Safety, Water Safety, and Emergency Plan
- Mandated reporter training
- Mandated annual training hours required for licensing and Keystone Stars
- Signed offer letter

Signature _____

Date _____