



# Building Brighter Futures With All Children And Families

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<b>Job Title</b>	Assistant Teacher Trainee (ATT)	<b>FLSA Status</b> <b>DOL Status</b>	Non-Exempt Full-Time
<b>Program / Department</b>	Early Childhood Services (ECS)	<b>Supervisor Responsibilities</b>	No
<b>Reports To</b>	Assistant School Director <i>or</i> School Director	<b>CEO Approval Date</b>	04/01/2024
<b>Work Schedule</b>	Sunbeam centers are open year-round and operate Monday-Friday.		

**Must pass required background check, TB and Physical**

## POSITION OVERVIEW

The Assistant Teacher Trainee (ATT) participates in an accelerated training program culminating with earning an Infant/Toddler Child Development Associate (CDA®) credential. The ATT provides care to children in a Head Start / Early Head Start (HS/EHS) classroom using appropriate child guidance techniques and building responsive relationships with classroom teachers, staff, children, and families.

**All employees and volunteers are expected to be sensitive to our clients' cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam's standards of excellence at all times.**

## ESSENTIAL FUNCTIONS

- Successfully complete all requirements for Infant/Toddler CDA® within forty-five (45) days of hire.
- Support and individualize the physical, social-emotional, and cognitive development of each child in the classroom.
- Demonstrate capacity for providing developmentally sensitive, evidence based, hope centered and trauma informed services and leadership.
- Work with other teaching staff to maintain a safe, clean, and healthy learning environment, and assure the wellbeing and safety of children in their care.
- Help ensure compliance with Head Start Program Performance Standards, federal and state regulation, and DHS Child Care Licensing requirements.
- Observe children to detect signs of illness, injury, emotional disturbances, learning disorders, speech problems, or other special needs and reports those signs immediately to supervisor for required or necessary follow-up.
- Work with supervisor to ensure child-staff ratio is maintained at all times.
- Assist with implementation of HS/EHS written curriculum plan and demonstrate capacity for providing developmentally appropriate practice.
- Support record keeping and reporting systems to ensure accurate information, with timely completion and follow-up.
- Encourage and model language expansion, extended learning, and problem solving strategies throughout the day.



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- Work cooperatively with other staff assigned to classroom as a team to involve all parents with the children and to encourage the active participation of all parents in the program.
- Participate in and attend all staff meetings, trainings, and certification courses as required.
- Occasionally travel locally as required in the performance of responsibilities.
- Perform other appropriate and related responsibilities as assigned by supervisor or member of Executive Team.

## JOB QUALIFICATIONS

	Minimally Required	Preferred
<b>Education</b>	High School diploma or GED	
<b>Certification</b>	Infant/Toddler CDA® requirements completed within 45 days of hire* CPR/First Aid Certification within 30 days of hire *CDA certification may take more than 45 days with approval of CEO or designee	CPR/First Aid Certification
<b>Experience</b>	6 months center-based experience** in early childhood education with at least 3 months (480 hours) of experience with children birth to 3 years. **Experience must be within 3 years of application for employment	Experience in Head Start/Early Head Start childcare setting
<b>Skills Knowledge Abilities</b>	Caring and compassionate attitude when interacting with and caring for children and families. Willingness to work with high-risk, low-income communities. Knowledge and understanding of state and local childcare licensing requirements. Excellent command of English language and grammar, both verbal and written Intermediate knowledge of Microsoft applications and the ability to master other software as needed Good organizational and time management skills. Work independently and collaboratively in a team environment. Exercise independent judgment. Communicate in a professional manner, demonstrating dignity, respect for our internal, external, and community members.	Knowledge and understanding of Head Start/Early Head Start Knowledge and understanding of Child Plus Knowledge and understanding of NAEYC Advanced computer database and Microsoft Office software skills Bilingual Spanish/English speaking – ability to interact with children and families from multilingual homes.



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Process, protect and exercise discretion in handling confidential information and materials.

Sustained concentration to detail and accuracy, along with the ability to prioritize workload.

Must be able to work some evenings and weekends as required by the job.

Local travel required and must have valid Oklahoma driver's license and insurance as required by the position.

## WORKING CONDITIONS

### Physical Demands

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to interact closely and safely with small children in various positions. Must be able to communicate verbally with children, able to perform tasks such as feeding children, changing diapers, lifting children from floor or other surfaces. Must be able to endure remaining in stationary position for extended periods of time (up to 50% of workday). Occasionally must be able to move or lift up to 50 pounds at a time. Must be able to detect, discern, distinguish, observe, inspect and compare.

### Work Environment

The employee will work in classroom environment, may work in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic, characteristic to working with children ages 0-5 years. Employee must expect exposure to strong odors such as soiled diapers and clothing, and poor hygiene. Employee may come into contact with childhood diseases and blood on occasion.

### Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

**Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.**



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## **SIGNATURE**

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: