

MISS PORTER'S SCHOOL

Title: Daycare Teacher's Aide

Department: Sarah Porter Schoolhouse

Job Status: Part-time, non-exempt, academic year, Monday - Friday 11am-5:30pm

Reports to: Director of Sarah Porter Schoolhouse

Position Summary:

The Daycare Teacher's Aide is a flexible, dependable and nurturing early childhood professional who supports multiple classrooms across all age groups, from infants to preschoolers based on daily staffing needs. This individual must be emotionally mature, adaptable and capable of meeting the physical, emotional and social needs of children in varying stages of development. The Daycare Teacher's Aide helps maintain consistency and quality of care throughout the center, following established routines and curriculum while working in collaboration with classroom teachers and other center staff. This position is part-time, Monday-Friday 11am-5:30pm.

Essential Responsibilities:

- Provide support in infant, toddler and preschool classrooms as assigned on a daily basis.
- Assist in implementing developmentally appropriate curriculum and activities tailored to the specific age group in each classroom.
- Maintain a nurturing, safe and engaging environment that supports emotional intellectual and physical development.
- Follow daily routines and schedules established by the Head Teacher in each classroom.
- Supervise and interact with children at all times to ensure safety and well-being in accordance with the center's policies.
- Provide individualized care including feeding, diapering and assisting with toilet training based on the needs in the classroom.
- Communicate with Head Teachers and report any concerns or incidents to the Director.
- Assist with maintaining cleanliness and organization of classrooms, including light housekeeping duties.
- Accurately record observations, meals, diaper changes, naps and other daily notes using Bright Wheel.
- Follow guidance from classroom teachers and Director to support consistent care and discipline strategies across all rooms.
- Maintain confidentiality and professionalism in all interactions with children, families and other staff.

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- Perform other duties as assigned by the Head Teacher or Director.

Qualifications:

- Associate's degree in Early Childhood Education or Early Childhood Certification preferred.
- Previous experience working in a daycare or early childhood setting required.
- CPR & First Aid certification (or willingness to obtain upon hire)
- Ability to adapt quickly to new environments and age groups
- Strong communication, teamwork and problem solving skills
- Understanding of child development and ability to meet children's individual needs
- Physically able to lift children. Infants, toddlers and preschoolers up to 70 lbs.
- Ability to react quickly and appropriately in emergency situations

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Please submit your letter of interest and resume electronically (include job title in your subject line) to: careers@missporters.org or apply directly using this [link](#).