



ADVENT SCHOOL BOCA RATON

Advent School, Boca Raton
300 E. Yamato Rd.
Boca Raton, FL, 33431
(561) 395-3631

Position: Infants and Toddlers Assistant Teacher Job Description

Job Requirements:

- High School Diploma or GED.
- Preferred one year of experience in early childhood program.
- Must have 45 hours course from DCF.
- Must have a Child Development Associate (CDA) credential for infant and Toddlers Caregivers or equivalent credential or must obtain the credential within one year of employment as an Infant and Toddler Teacher.
- Must pass Federal and National backgrounds.
- Strong written, verbal, and interpersonal communications skills.

Job Responsibilities:

- Greets infants, toddlers and their parents warmly and with enthusiasm each morning.
- Talks, sings and reads to infants and toddlers frequently.
- Responds quickly in a soothing and tender manner to infants' cries or calls of distress.
- Tends to children's personal hygiene needs, remaining especially to them during routines such as diaper changing, cleaning, feeding and changing soiled or wet clothes.
- Maintains a safe, clean, care-giving environment, practices good personal hygiene and washing hands, and assures the well-being and safety of all the children in that environment.
- Provides for the physical safety of each child from arrival time until departure time.
- Observes children to detect signs of illness, injury, abuse, neglect, emotional disturbance, or other special needs, and reports these signs immediately to the nurse or center director.
- Always provides assistant to the Lead teacher in the classroom.
- Other duties as assigned.

Environment:

- Classroom
- Outdoor on daily buggy rides

Essential physical requirements:

Standing. Sitting on floor, bending, comfortably lifting 30 lbs, or more, holding babies for long periods at a time, lifting crib mattresses cleaning cribs, and pushing buggy to at least 150 lbs.

Benefits:

- Hourly position
- Health, Dental, Vision Insurance
- STD and LTD Insurance
- 403(b) Employer Contributions
- Paid Holidays
- Vacation and PTO days

Work Authorization:

- Must be able to legally work in the United States without any sponsorship now or in the future.
- Must pass Level 2 background screening on a local, state, and federal level (<https://info.flclearinghouse.com>).
- E-verify employer

Disclaimer: Advent Ministries is an equal opportunity employer and does not discriminate on the basis of race, color, gender, national origin, age, disability, or any other protected status in accordance with applicable law.