

The Modern Tot

Job Title: Co-Teacher

Pay Rate: \$13 - \$15/hr

Hours: Full-Time

Primary Responsibilities: Child Care and Education

- Attend to children's basic needs including food, safety, diaper changing, attention, and care.
- Assist lead teacher to organize daily lesson plans designed to promote physical, mental, and social development.
- Observe and evaluate children's performance, behavior, social development, and physical health.
- Enforce all administration policies and rules governing students.
- Assist lead teacher to prepare materials and classroom for class activities.
- Serve meals and snacks in accordance with The Modern Tot's policy and schedule.
- Assimilate arriving children to the school environment by greeting them with a smile, helping them put away their things, and selecting activities of interest to them.

Secondary Responsibilities: Administrative

- Update the Bright Wheel mobile app periodically throughout the day to communicate with parents concerning the status of their child.
- Attend all Modern Tot trainings and meetings, as well as additionally required ongoing training for early childhood development.
- Take an accurate inventory of classroom equipment, materials, and supplies, and request more as needed.

Additional: Facility Care

- Clean classroom upon arrival and before departure according to The Modern Tot cleaning procedures, and ensure that learning spaces are maintained throughout the day.
- Maintain bathrooms and lunch area to ensure their cleanliness, helping to maintain a clean and orderly school environment.