



Tomorrow begins today.

## Fuller Center Job Description

**Title:** Academy Assistant Teacher

**Department:** Fuller Academy

**Hours:** Full Time/ Exempt

**Reports to:** Academy Principal/Director

**Mission Statement:** Making a difference through education for economically challenged children and families to build a positive future in our community.

**Vision Statement:** Striving for excellence as a progressive Child and Family Center, while being the catalyst for change that positively impacts our community.

**Core Values:** Compassion, Critical Thinking, Dignity, Excellence, Flexibility, Honesty, Mutual Respect, Promotes Harmony, Takes Initiative, Team Player, Trust, Building Donor Relationships

### General Description:

The Fuller Academy Teachers serve as lead teacher in the classroom. Plans and implement a program of instruction that adheres to the Agencies and Districts philosophy, goals and objectives and effective teaching strategies that comply with contractual performance standards. Participates in Academy quality, compliance efforts. Responsible for the overall education and supervision on a day-to-day basis.

### Key Roles (Essential Responsibilities):

- Actively supervise children at all times and never leave a child unsupervised
- Assist Teacher in developing, and implements lesson plans using curriculum provided that meet performance standards.
- Plans and arranges classrooms into distinctive learning areas that promote effective learning
- Understands and is able to implement the daily curriculum in accordance with contractual requirements demonstrating comfort integrating technology into instruction using best practices
- Assures that all equipment in the classroom is functioning properly daily and reports issues to the Academy Director/Principal or other designee
- Screens at the beginning and end of each academic year and assesses periodically students to determine developmental/educational needs and develops and implements individual education plans that comply with performance standards and/or grade level
- Accurately documents daily attendance and meal counts.
- Monitors meal and snack periods, classroom, restroom and playground activities to ensure a safe environment
- Ensures children with special dietary needs are receiving proper beverages and meals.
- Documents children's progress or lack of and completes all manual and computerized forms and reports in accordance with Agency policies (e.g. reporting concerns to parents, Director and Family Support).
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- Works in conjunction with Teacher and Family Support by identifying challenging behavior or concerns, or parents displaying any concerns. Participate in staffing and all follow-up interventions agreed upon and documents.
- Foster parents' participation through planning classroom activities
- Assists in planning activities for volunteers
- Attends and participates in workshops and other meetings to acquire and disseminate information.
- Communicates with parents through parent conferences, written correspondence, in person and telephone to apprise them of child's progress, upcoming events, classroom activities, individual education plans/changes, and other relevant information
- Conducts health checks on children raising any health concerns and reports any concerns/findings to Family Support.
- Ensures all lesson plans and activities align with Florida Elementary Education Standards
- Maintain a comprehensive and ongoing portfolio assessment for each child, including weekly observations in each are, examples of the child's work, and developmental assessment
- Report any suspected abuse and neglect to designated state agency, Director, and Family Support.
- Ensures a productive learning environment through continual collaboration with Teacher, Director, students, parents, and other staff.
- Works closely with Teacher in developing strategies in appropriate standards-based instruction, program implementation, supervision, and evaluation.
- Facilitates opportunities to connect with students and families by being present and available during arrival and dismissal, appearing at school functions and by meeting with students
- Attends workshops and meetings as deemed necessary
- Attends all required staff and parent meetings/activities
- Performs First Aid and CPR as needed
- Performs other related duties as needed
- Enforces disciplinary policies and procedures with students
- Participate in meetings and conference between parents, teachers, and students to deal with a variety of issues/needs.
- Maintains competency and student academic achievement as prescribed by the school goals.
- Represents the Academy in community activities and meetings.
- Interacts with various stakeholders to foster a positive relationship between the school and the Community school network, community organizations and leaders.
- Provide support and proper follow-up for students with behavioral issues.
- Completes all documentation on accidents and incident reports as well as other compliance requirements according to agency time restrictions.
- Meet all training and compliance requirements annually
- Other duties as required.



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### Physical Requirements/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires a moderate amount of sitting, walking and the frequent use of hands and arms. Talking and listening will be a major component. Occasionally, light lifting will be required. The ability to focus with the eyes for close range and be able to distinguish colors is required. Additionally, the work environment is a typical climate-controlled office environment, and the noise is usually moderate, but occasional situation louder noise will be prevalent.

### Job Qualifications:

#### Minimum Experience Required

- AA in Early Childhood or Elementary Education required, Baccalaureate or pursuing in Elementary Education a plus
- DCF 45 hours training required
- At least 3 years' experience working with children
- CPR and First Aid Certification Required
- Excellent communication skills, both verbal and written.
- Excellent supervisory and leadership skills
- Excellent interpersonal skills with proven ability to professional and effectively communicate with educators, parents and community leaders.
- Strong organizational skills and attention to detail.
- Thorough understanding of the instructional methodology
- Ability to identify and solve problems
- Creative thinking skills
- Ability to establish and maintain effective working relationships



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### Other Functions:

This list of duties and responsibilities is not to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

We offer a competitive salary based on qualifications, excellent benefits. FFCDC is an equal opportunity employer, and is committed to a diverse and harmonious workplace

### Principal Accountabilities:

1. Must demonstrate sensitivity to our population's socioeconomic characteristics and needs.
2. Quality – The extent to which an employee's work is accurate, thorough, and neat.
3. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.
4. Job Knowledge – Basic knowledge and ability to which an employee possesses the practical/technical skills required for the job.
5. Reliability – The extent to which an employee can be relied upon regarding task completion and follow-up.
6. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.
7. Independence – The extent to which an employee performs work with little or no supervision.
8. Creativity – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.
9. Adherence to Policy – The extent to which an employee follows procedures and conduct rules, other regulations, and adheres to company policy.
10. Interpersonal Relationships – The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts. Must be a team player and always maintain a professional demeanor.
11. Be a loyal representative of the Florence Fuller Child Development Centers, Inc.



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**Language Skills:**

Must have the ability to read, analyze, and interpret professional documents or technical procedures written in English, the ability to type reports and input data in English, and the ability to effectively communicate in English and perform other required computer skills.

Spanish and/or Portuguese a plus.

**Acknowledgement:**

I have read and understand the requirements of this position as outlined in the above job description. I am aware that this job description is not to be construed as an exhaustive statement of duties and responsibilities as secondary functions may be assigned from time to time. I also understand that my continued employment and performance evaluation will be based on my performance of the functions established herein and compliance with established policies and performance standards. I certify that I can perform the essential job functions and meet the requirements of this position.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date