

*Please note: This advertisement is a full-time, hourly position. For part-time options, please contact Joe.Gentry@vanderbilt.edu*

From birth through age five, children develop a sense of emotional security, form relationships, and learn social skills. Young children depend on early childhood educators for physical care; their survival depends on attentive, nurturing adults. The responsiveness of early childhood educators to the social, emotional, and physical needs of young children has a profound influence on children's development and learning.

***The work of the Assistant Teacher requires simultaneous attention to teaching and caregiving, meeting young children's needs for nurturance while maintaining a safe and healthy learning environment.***

### **ATTRIBUTES AND DISPOSITIONS**

Accountable	Caring	Collaborative	Consistent
Creative	Helpful	Initiative	Nurturing
Patient	Professional	Responsible	Teamwork

### **COMPETENCIES**

- Experience caring for young children ages 0-5 years
- Experience working with children and families in a child care center
- Knowledge of Child Development
- Respectful communication: responsive listening, problem-solver, initiates crucial conversations

### **Duties and Responsibilities**

#### **KEY FUNCTIONS**

##### **Child Development:**

- Curriculum for young children includes personal-care routines, schedules, environments, and interactions that meet children's individual needs and reflect diverse perspectives and interests
- Developmentally appropriate environments promote exploration, discovery, learning, health, and safety for all children in all domains
- Supportive of children's feelings, perceptions, behaviors, and interactions, and seeks to understand them
- Values play as essential to a young child's development and learning

##### **Child Care Operations:**

- Attentive supervision of children: knows classroom enrollment, constantly scans classroom/playground to ensure safety, and closely monitors children by constantly taking attendance
- Implementation of hygiene practices
- Implementation of and support for nutrition routines

### **Customer Service**

- Creates an atmosphere of joyful learning community
- Friendly greeting to each and every parent/visitor

### **Qualifications**

- High School diploma or GED is required
- Ability to pass a Child Care Background Investigation (per DHS licensing) is required.
- Ability to lift and carry 40 pounds is required.
- Strong communication skills are required.
  - Respectful communication: responsive listening, problem-solver, initiates crucial conversations
- Possession of or ability to become CPR and First Aid certified is preferred.
- Ability to interact well with children, families, and campus faculty and staff is necessary.
- Willingness and ability to learn new skills and be flexible is necessary.
- Ability to be flexible to center's needs and hours; hours required to work are 9:00 AM - 6:00 PM is required.
- Ability to reach, run, sit, squat, stoop, and walk is required.
- Knowledge of blood-borne pathogens, and ability to implement safety procedures (including for diapering, nutrition, First Aid) is required.
- Possession of or ability to become Infant-Child First Aid/CPR certified is required.

### **Commitment to Equity, Diversity, and Inclusion**

At Vanderbilt University, we are intentional about and assume accountability for fostering advancement and respect for equity, diversity, and inclusion for all students, faculty, and staff. Our commitment to diversity makes us who we are. We have created a community that celebrates differences and lets individuality thrive. As part of this commitment, we actively value diversity in our workplace and learning environments as we seek to take advantage of the rich backgrounds and abilities of everyone. The diverse voices of Vanderbilt represent an invaluable resource for the University in its efforts to fulfill its mission and strive to be an example of excellence in higher education.

Vanderbilt University is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities, and protected veterans are encouraged to apply.

Please note, all candidates selected for an offer of employment are subject to pre-employment background checks, which may include but are not limited to, based on the role for which they have been selected: criminal history, education verification, social media review, motor vehicle records, credit history, and professional license verification.