BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant of the Child Care Center

DEPARTMENT: Child Development Center/Administrative Services

FUNCTION: Assists the Group Teacher in the effective operation of his/her classroom

REPORTS TO: Head Teacher

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Coordinates classroom activities assigned by the Group Teacher. (Both instructional and custodial)
2. Ensures general facility and classrooms are neat, clean and orderly; easels and floors must be cleaned daily.
3. Attends staff training sessions.
5. Collaborates with peers and works effectively as part of the team.
6. Performs additional tasks or duties as assigned by the Head Teacher, Group Teacher or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: No minimum education is required

Experience: Prior experience in early childhood education preferred

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THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE