

Assistant Daycare Teacher Job Description

- Supervises the activities of children in a daycare center
- Provides basic social and emotional skills to the children
- Helps monitor sick or injured preschoolers
- Prepares snacks and refreshments for the children during the teaching session
- Assists in maintaining cleanliness and neatness of the unit by making sure that garbage is disposed properly and keeping it picked up on a regular basis
- Prepares play materials, toys, etc. in accordance with the birthday party plan or any holiday program being planned by the parents
- Maintains record of every child who has enrolled in the center, including their physical characteristics, birth date, etc.
- Assists the teacher when necessary for classroom lectures or presentations like showing slides or instructing the children during science experiments, etc.
- May be assigned to supervise and coordinate special projects arranged by parents, such as sports lessons, art or craft related programs or excursions
- Helps in getting materials and supplies needed in the center that comes from outside sources
- Assists in implementing additional programs and activities to provide learning experiences
- Assists in cleaning up the daycare center before clocking out of work so that proper housekeeping is maintained at all times
- Helps clean classroom, bathroom, kitchen or any other area as may be assigned by the teacher.