



Police Athletic League of Wilmington

Job Title:	Intern/ Assistant Teacher	Job Category:	Early Childhood Care
Department/Group:	Early Learning Center	Job Code/ Req#:	
Location:	PAL of Wilmington	Hours	TBD
Level/Salary Range:	Open	Position Type:	Full Time
HR Contact:		Date Posted:	N/A
Will Train Applicant(s):	Yes	Posting Expires:	N/A

External Posting URL:	www.palw.org
Internal Posting URL:	www.palw.org

Job Description

Summary of Position:

Our Childcare Department is seeking an energetic, caring, compassionate Assistant Toddler Teacher who has experience caring for children ages six weeks to five years of age. PALW is committed to providing top quality care and education to all our students. We strive to enhance the life of every child who attends our facility. It is the responsibility of an Assistant Toddler Teacher to assist in the planning activities of small children. Assist Head Teacher in the academic, social-emotional growth and development of children in their care who are usually toddler and preschool aged children. If you are a patient, caring professional with a background in childcare PALW wants you. Roles and Duties:

- Assist staff with activities in accordance with curriculum objectives, developmentally appropriate practices and program philosophy.
- Ensure basic needs of children are met.
- Maintain positive communication with parents
- Maintain Positive Behavior Management
- Maintain confidentiality
- Maintain appropriate ratios
- Engage and interact with children
- Report any suspected abuse to Childcare Director
- Report any problems to Childcare Director
- Maintain a clean, safe and healthy environment.
- Assist all children with personal hygiene including; hand washing, diapering and toileting.
- Attend all in-service days and staff meetings
- Keep all correct and appropriate records such as; tracking sheets, meal sheets and daily attendance.
- Meet all applicable licensing regulations.
- Take direct instruction from the Childcare Director or Lead Teacher.
- Supervise the children in their social and development activities.



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- Organize the classroom

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Position Type and Expected Hours of Work:

This is a Part-time position, and general hours of work and days are Monday through Friday, 7:00 am to 6:00 pm.

Qualifications and Education Requirements:

- High School Diploma or equivalent
- Tech I
- 6-Months Childcare experience (1+ year preferred)
- Current and valid CPR/AED/First Aid Certification
- Energetic, caring and compassionate attitude
- Childcare worker skills

Preferred Skills:

- Good social and communication skills
- Organized
- Creative
- Good time management skills
- Computer literacy
- Professional attitude
- Proficient in Excel, Microsoft and G-Suite softwares.

Conditions of hire:

- A satisfactory criminal background and reference check and a valid driver's license.
- Must be eligible to work in the U.S. without sponsorship.

Evaluation of Performance:

Performance in this position will be evaluated in accordance with the current job description and evaluation process.

Equal opportunity employer

The Police Athletic League of Wilmington is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, disability, gender identity, sexual orientation, marital status, age, veteran or any other status protected under local, state or federal laws.



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Reviewed By:	Christopher Purnell	Date:	12/6/2022
Approved By:	Christopher Purnell	Date:	12/6/2022
Last Updated By:	Christopher Purnell	Date/Time:	12/6/2022

Acknowledgement & Signatures

This job description has been approved by PALW Administration.

Early Learning Director Signature _____

Date: _____

Executive Director (Signature) _____

Date: _____

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Please Print) _____

Employee Signature: _____

Date: _____

CC: Personnel File