

Teacher Aide & Lead Teacher (Job Number 2296571)

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Employer:

STEPPING STONE LEARNING
CENTER INC
1199 N US HWY 51
POYNETTE, WI 53955-9714
www.sspoynette.com

Work Site:

Columbia County
1199 N US HWY 51
POYNETTE, WI 53955

On Bus Route?

No

Pay:

\$8.50 Per Hour to \$11.50 Per Hour

All entry level positions are paid base wage, reviews done regularly based on job attendance and performance. Initial 4 week trial employment will be put into place, decision to offer full-time employment will be made after completion of 4 week review.

Duration/Usual Hours Per Week: Full-Time/Part-Time Temporary, 20 to 40 Hours Per Week

Ideal candidates will be available to work during the hours of 6:00am to 6:00pm Monday thru Fridays, hours may be modified as necessary to accommodate changes when needed.

Shift/Work Days:

First, Mornings and Afternoons Shift.
Monday-Friday.

Number of Openings:

3

Minimum Requirements of Employer:

Education:

Other Desired

On-the-job training provided. Tuition reimbursement for required classes.

Professional Licenses / Certifications:

Valid drivers license required for transportation to and from job as well as possibility of errand running throughout the day.

Vehicle:

Desired

Drivers License:

Type:

No Drivers License Requested

Endorsements:

No Endorsement Requested

Age:

18 or older Desired

Experience / Qualifications:

Experience in a fast paced childcare facility preferred, will train the right individual for the job.

Background check required. [Notice for Job Seekers](#)

Duties and Responsibilities of the Job:

- Instruct preschool-aged children in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.
SSLC is a non-profit Christian Learning Center. As we open new classrooms to accommodate our increasing enrollment, we are in need of qualified teachers aides to join our teaching team. SSLC provides child care & education for children ages 6 weeks to 12 years old. Responsibilities included; provide continuous supervision to children, ensure the health and safety of children at all levels and time, maintain Center, rooms and play areas in a clean, orderly, and safe condition, set up rooms and areas for various activities such as lunch, snack, naps, games, etc., record daily observations of children's behavior and activities, monitor behavioral patterns, work with family to devise learning and development strategies as necessary, maintain accurate attendance and enrollment records, in addition to, appropriate confidential records, monitor children for signs of child abuse and reports incidents of suspected abuse to appropriate authorities & maintain current knowledge in the field of Early Childhood
- Adapt teaching methods and instructional materials to meet students' varying needs.
- Administer tests to help determine children's developmental levels, needs, and potential.
- Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.
- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Attend staff meetings.
- Attend to children's basic needs by feeding them, dressing them, and changing their diapers.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of preschool programs.
- Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- Demonstrate activities to children.
- Enforce all administration policies and rules governing students.
- Establish and enforce rules for behavior, and procedures for maintaining order.

- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.
- Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
- Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
- Meet with other professionals to discuss individual students' needs and progress.
- Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
- Observe and evaluate children's performance, behavior, social development, and physical health.
- Organize and label materials, and display students' work in a manner appropriate for their ages and perceptual skills.
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Perform administrative duties such as hall and cafeteria monitoring, and bus loading and unloading.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Plan and supervise class projects, field trips, visits by guests, or other experiential activities, and guide students in learning from those activities.
- Prepare and implement remedial programs for students requiring extra help.
- Prepare materials and classrooms for daily instruction.

Benefits:

Leave and Holidays:	Vacation, Paid Holidays
Education and Training:	Tuition Reimbursement
Child Care:	Child Care - On-Site, Child Care - Other
Comments:	Vacation after one year of employment as well as paid holidays for employees who work 40 hours a week.

How To Apply:

- Apply In Person** Amy Berg SSLC, INC 1199 N US HWY 51, Poynette, WI 53955
- Mail a Résumé** Obtain application from website: sspoynette.com and mail ATTN: Amy Berg SSLC, INC 1199 N US HWY 51, Poynette, WI 53955
- E-Mail a Résumé** To apply for this job, send your résumé or [Job Center of Wisconsin Résumé](#) to amyberg315@gmail.com
- If you don't have a résumé, you can register and create one at [Job Center of Wisconsin](#).
- Call For Appointment** 608-635-3880
- E-Mail a Work Application** To apply for this job, send your [Job Center of Wisconsin Work Application](#) to amyberg315@gmail.com
- If you don't have a Job Center of Wisconsin Work Application, you can register and create one at [Job Center of Wisconsin](#).