



**BOYS & GIRLS CLUB  
OF GREATER NASHUA**

**POSITION TITLE:** Preschool Assistant Teacher

**DEPARTMENT:** Child Care & Early Learning Center

**REPORTS TO:** Director of Child Care & Early Learning

**TYPE OF EMPLOYMENT:** Full-Time

**COMPANY DESCRIPTION:** The Boys & Girls Club of Greater Nashua Early Learning Center is a licensed child care program that provides high-quality child care services for children ages 6-weeks through third grade. The Early Learning Center is part of the Boys & Girls Club of Greater Nashua, our mission is to enable all young people, especially those who need us most, to reach their potential as productive, caring, responsible citizens.

**PRIMARY FUNCTION OF THIS ROLE:** We are seeking a committed, energetic assistant teacher for our Preschool Room to join our team. As the preschool assistant teacher, you will aid children in social, emotional, cognitive, and physical development. Teachers are responsible for fostering a warm, welcoming environment of growth for our youngest Club members.

**KEY ROLES (Essential Job Responsibilities):**

**Classroom Duties:**

- Assist with planning of engaging age-appropriate activities and carrying out curriculum
- Work to teach basic skills such as color, shape, numbers, and letter recognition
- Teach and model positive peer relationships
- Encouraging the exploration of interests and developmental social skills
- Assist with developing schedules and routines ensuring physical activity, rest, and playtime
- Maintain the health and wellness of each child. This includes handwashing, diapering, & feeding.
- Addressing concerning or unsafe behavior appropriately and guiding children in making safe and positive choices during free play, as well as during structured activities
- Maintain an open line of communication with each family through Brightwheel and face-to-face interaction
- Assist the lead teacher in observing, assessing, and documenting each assigned child's health, skills, behavior, growth, and development
- Assist in identifying any physical or mental development concerns in assigned children

- Use knowledge of each child's developmental, intellectual, and social achievements in class activities to create curriculum that helps them work toward individualized goals

#### **Administrative Duties:**

- Providing leadership and guidance to other staff and colleagues
- Attend staff meetings and one-on-ones with supervisor
- Assist lead teacher with carrying out goals of the department
- Model positive and strong communication & problem-solving skills
- Maintains current participation records in my club hub
- Participate in ongoing training sessions

#### **Safety & Compliance:**

- Maintain daily attendance logs. This includes obtaining parent signatures at drop-off and pick-up
- Provide time-stamped updates on Brightwheel. This includes diapering, napping, feeding, pictures, etc.
- Sanitize & disinfect classroom and materials as required by childcare licensing
- Maintain the health & safety of each child. This includes following sick policy, name-to-face attendance checks, accident reports, maintaining close supervision, zoning, etc.

#### **REQUIRED:**

- A patient, creative, and nurturing individual who has a genuine passion for working with young children
- Strong communication skills
- Committed to staying familiar with NH licensing requirements as they are changed & revised
- Willing to embody the organization's mission to enable all young people – especially those who need us most – to reach their full potential as productive, caring, responsible citizens
- First Aid/CPR Certified
- Must complete 18 hours of professional development on an annual basis

#### **SCHEDULE:**

7:30am – 4:30pm

#### **COMPENSATION:**

\$16.00-\$18.00 per hour

**BENEFITS:**

- Dental insurance
- Employee assistance program
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

**ABILITY TO COMMUTE/RELOCATE:**

Nashua, NH 03060: Reliably commute or planning to relocate before starting work (Required)

**For more information about this role, please contact [ncampbell@bgcn.com](mailto:ncampbell@bgcn.com)**