

Job Description

ASSISTANT TEACHER

Reports to and works with the classroom Lead Teacher, is supervised by the Preschool Coordinator & Director. Responsible for assisting the classroom Lead Teacher with the general supervision and management of the class.

Qualifications

Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the CCA's program and philosophy. Must be at least 18 years old and meet the requirements of the licensing agencies and / or accreditation organizations.

Minimum Educational Requirement

Completion of state mandated 45 hours of training or be working towards this credential. Working toward completion of 10 hours of annual in-service training.

Skills

1. Be a mature individual
2. Have knowledge of developmentally appropriate practices in early childhood
3. Have the ability to conform to an established work schedule
4. Have effective interpersonal skills
5. Have the ability to communicate in a concise and effective manner
6. Have the ability to understand and follow instructions precisely
7. Have the ability to exercise tact, discretion and confidentiality
8. Be a team player, have the ability to be flexible to benefit the team

Responsibilities

1. Assist in planning and implementing the daily program under the direction of the Lead Teacher, which includes lesson plans.
2. Assist in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
3. Supervise the classroom when the Lead Teacher is out of the room.
4. Help with the general housekeeping tasks.
5. Maintain a professional attitude and loyalty to the Center at all times.
9. Assist Lead Teacher with implementation of appropriate early childhood education experiences.
10. Help Lead Teacher to supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of children enrolled at the Center
11. Help to maintain a neat and organized classroom.
12. Help children establish good habits of personal hygiene; change diapers and assist with toilet training.
13. Attend parent group and Center functions.
14. Supervise all activities to ensure safety at all

- 6. Treat all children with dignity and respect.
- 7. Attend all staff meetings and recommended training programs and conferences.
- 8. Participate in professional organizations that work for the improvement of early childhood education.
- 15. Report to Lead Teacher any problem which may occur with the children.
- 16. Observe, record, and report on the behavior of individual children as assigned.
- 17. Become familiar with and assist Lead Teacher with implementation of appropriate early childhood education experiences.
- 18. Other tasks as requested by Lead teacher or Admin.

Physical Requirements

Must have the ability to:

- 1. Lift up to 40 lbs.
- 2. Repetitive bending, stretching, and stooping
- 3. Climb up and down stairs
- 4. Have mobility required to ensure the safety of the children
- 5. Work with children on the floor
- 6. Work outdoors in any variety of weather
- 7. Have visual and hearing capabilities that allow consistent supervision of children with Child Care Licensing safety requirements
- 8. Perform light duty cleaning
- 9. Light typing and word processing

Employee's Name _____ Date: _____

Employee's Signature: _____ Date: _____