



Assistant Teacher Job Description

Direct Supervisor: Department Manager
Responsible to: Director of Early Childhood Operations, Executive Director
and any Member of Management
Safety-Sensitive: Yes
Work Assignment: 8 hours per day

Qualifications

- High school diploma or GED certificate
- Enrolled in ECE course work or CDA program a plus
- Minimum of 1 year of teaching experience in a preschool or early childhood program
- Demonstrated ability or requisite personal qualities to work well with children and adults
- Actively enrolled in an AA or CDA program

Children's Center Philosophy and Program Expectations

- Place children as the first priority
- Promotes teamwork and shows respect for employees
- Attends scheduled staff and team meetings
- Acquires at least 30 hours of professional development annually
- Develops and maintains relationships with families

Interactions with Parents and Staff

- Works to build positive relationships with parents and co-workers
- Communicates effectively with other adults in the program
- Demonstrates respect for parents and co-workers
- Works as a part of a team with concern for the entire program

Interactions with Children

- Exhibits positive interaction through communication, actions, contact, and responsiveness
- Teacher encourage language development through activities, songs, questions, books and other means
- Utilizes appropriate child guidance

Classroom Responsibilities

- Utilizes and makes accessible developmentally appropriate learning materials
- Arranges classroom in such a manner as to encourage children to explore and discover
- Submits building maintenance forms for classroom and facility repairs
- Maintains daily schedule while meeting the needs of the children



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Activities and Environments

- Maintains a clean, organized and inviting classroom environment
- Uses the outdoors as part of the learning environment
- Implements curriculum and other learning experiences as delegated by Lead Teacher

Health, Safety and Emergency Procedures

- Required First Aid/CPR training in order to perform critical life saving measures if necessary
- Responsive to Level I, II and III child safety protocols
- Has a thorough knowledge of and follows emergency plans
- Understands and follows all child supervision policies and procedures
- Records daily attendance
- Records food records, serves children and models during meal times
- Abides by all health and safety standards
- Checks children for signs of illness or accidents
- Dispenses medication according to procedures
- Follows all HWCEC and DHS policies and procedures

Work Ethic and Professional Responsibilities

- Maintains professional appearance
- Meets program requirements for attendance
- Maintains professional composure during a busy working day
- Exhibits judgment and independence
- Shows initiative and is open to new ideas

Other Related Duties as Assigned by Immediate Supervisor