

JOB DESCRIPTION ASSISTANT TEACHER

MINIMUM QUALIFICATIONS:

Assistant Teacher I ,

Certificate of completion of 90-hour Early Child Development course and a Child Development Associate (CDA) Credential and be willing to enroll in a program that will lead to an associate degree in Early Childhood Education (ECE) or higher degree within two years of the time of hire.

Assistant Teacher II

Associate degree in ECE.

GENERAL FUNCTIONS:

Under the supervision of the Teacher, is responsible for providing a stimulating environment for the growth, well-being and development of the child.

SPECIFIC FUNCTIONS:

1. The Assistant Teacher will assist the Teacher to:
 - a. Select materials and equipment and arrange the room to provide an environment conducive to learning and appropriate to the developmental level and learning style of the children.
 - b. Provide a safe environment by taking necessary measures to reduce and prevent accidents and /or illness.
 - c. Maintain classroom ratio requirements at all times.
 - d. Provide the group with a positive routine and simple rules that are understood and accepted by children and adults.
 - e. Provide a variety of appropriate equipment, activities, and opportunities to promote the physical development of the children.
 - f. Provide activities and experiences which encourage questioning, probing and problem-solving skills appropriate to developmental level and learning styles of the children.
 - g. Help children to acquire and use language as a means of communicating their thoughts, feelings and understanding of others.
 - h. Provide a variety of experiences and media that stimulates children to explore and express their creative ability.

- i. Help children to know, accept and appreciate themselves as individuals.
 - j. Help each child develop a sense of independence and acquire the ability to express, understand and control feelings.
 - k. Help the child to learn to get along with others and encourage feeling of mutual respect among children in the group,
 - l. Establish positive and productive relationships with parents and caregivers and encourage them to participate in all of the program's offerings.
 - m. Participate as requested by the Classroom Teacher in parent conferences and home visits.
 - n. Under the direction of the Classroom Teacher, assist in the initial and ongoing observations, assessments, and recording of each child's behavior.
 - o. Under the direction of the Classroom Teacher, maintain all necessary record keeping, (e.g. meal count, attendance, documentation of individualizing for each child, etc.).
 - p. Make regular inspections and report the need for repair/replacement of classroom supplies and equipment.
2. Plan for and participate in the team planning sessions.
 3. Work cooperatively with other staff members in implementation of center plans, activities, policies, rules, and standards of conduct.
 4. Follow written policies and regulations established by the program, licensing and the grantee office.
 5. Participate in workshops, seminars and assigned training programs that will facilitate ongoing professional development for a minimum of 15 clock hours per year.
 6. Assume responsibility for the class in the absence of the Classroom Teacher under the supervision of the Education Coordinator.
 7. Assume responsibility for the safety and wellbeing of all children who are enrolled in the classroom which includes ensuring that no child is ever left alone with a volunteer, visitor or guest.
 8. Take actions to ensure a culture of safety with a focus on active supervision at all times.

9. In the performance of the job functions, the Assistant Teacher will demonstrate the CDA competencies:
- a. To establish and maintain a safe, healthy learning environment.
 - b. To advance physical and intellectual competence.
 - c. To support social and emotional development and provide positive guidance.
 - d. To establish positive and productive relationships with families.
 - e. To ensure a well-run, purposeful program responsive to participant needs.
 - f. To maintain a commitment to professionalism.

By signing this job description, I certify that I have read and understood its provisions; will provide active supervision and ensure the safety of the children put in care; will report any instance of abuse, neglect or other maltreatment in my role as a mandatory reporter; and will compel adherence to the provisions of the Standards of Conduct by all staff, volunteers, visitors, contractors and vendors. I understand that failure to comply with the provisions of this job description may result in disciplinary action up to and including termination.

Print Name

Date

Signature