



## **Assistant Teacher Job Description**

### **Experience and Education**

- 9 hours of college credit in early childhood preferred.
- Prior experience working as an assistant teacher or has been employed as a member of an early childhood work team.
- Prior experience working with pre-school age children or toddlers.
- Prior experience with computer programs including PC and MAC based word processing software, electronic mail, Facebook, and the internet.

### **Additional Requirements**

- Good health as confirmed by recent physical.
- KBI and NATSB clearance for teaching.
- Completion of Signs and Symptoms of Child Abuse and Neglect (with Head Trauma).
- Completion of CPR
- Completion of Pediatric First Aid
- Completion of Basic Child Development (Ages & Stages)
- Completion of 10 hours of approved in-service clock hours.(can include above)
- Must be able to lift a minimum of 50 lbs.
- Must be able to bend repetitively throughout the day and be able to sit on the floor with children.
- Must be able to independently ambulate without assistance of crutches or a walker.

### **General Responsibilities**

- Ensure each person is greeted upon arrival & departure in a positive and friendly manner.
- Ensure safety, physical and emotional well-being is maintained for all children.
- Ensure positive behavior and cooperation is based on mutual respect and shared responsibility between adults and children is effectively in place.
- Ensure children's independence is fostered by teaching them to share responsibility for their classroom, belongings and behavior.

- Ensure patience and understanding is exercised when working with and teaching children, maintain realistic expectations for their behavior.
- Develop an individual behavior guidance plan for children when necessary.
- Work with parents, Center Director, or Family Service personnel to ensure partner agencies are enlisted to help children with special needs.
- Ensure the building of strong relationships with children, teaching them as individuals.
- Work with parents and the lead teacher to ensure that recognized agencies able to help children who have special needs are notified in order to meet children's needs.
- Assist in the implementation of a program of playground safety.
- Conduct nutrition education activities, at least once weekly. Implement a "Food Experience" at least once per month.
- Provide an attractive, relaxed, social setting for the family style serving of food according to CACFP guidelines.
- Ensure meal count forms have the first and last names of children in attendance, the appropriate meal(s) checked and no white out on the form.
- Ensure CACFP procedures are implemented for every meal.
- Ensure classroom meets standards of national, state and local regulatory agencies and conforms to health, safety, licensing, and accreditation regulations.
- Ensure curriculum and assessments are implemented timely and appropriately.
- Assist the lead teacher with implementing the curriculum.
- Assist the lead teacher with screening/evaluating children in relation to their school progress, abilities and special needs.
- Assists the lead teacher with completion of required written communications on time to include:
  - Weekly lesson plans
  - Classroom schedule,
  - Newsletter,
  - Children's assessments
- Assists the lead teacher with administering pre- and post-test assessments three times a year for 3- and 4-year old students.
- Use assessment data to formulate instruction to meet children's individual needs.
- Ensure identified student learning outcomes are met.
- Ensure parent satisfaction is high and parents are involved in center activities by working to build strong relationships with parents or Caregivers by keeping communication lines open.
- Ensure you are available to listen and answer parents' or Caregivers' questions and concerns regarding their children.
- Ensure parent-teacher conferences take place twice in an academic year.
- Attend parent meetings when scheduled.

### **Responsibility as a Team Player**

- Communicate with co-workers, supervisors and staff from other depts. to assist in problem solving to continuously improve TOP's quality processes and services.

- Participate on facility or department committees and task forces. Follow through with commitments.
- Understand the relationship of this job to the facility mission and to other jobs in the Center.
- Be welcoming to new staff by creating, and continuing to present a positive work environment.
- Implement Developmentally Appropriate Practices (DAP), and helps coworker understand the importance of DAP.

### **Personal Responsibilities/ Accountability and Mission Support:**

- Project a professional appearance, as outlined in the Employee Handbook. You should be comfortably dressed for the weather and ready to go outside every day.
- Keep personal problems from interfering with the ability to focus on the children and the program.
- Keep cell phones turned off during the work day.
- Remain calm in tense situations.
- Be prompt and reliable in attendance. Follow PTO and Sick leave request protocols.
- Be flexible in assignments and schedule. Accept a challenge when it arises.
- Demonstrates efforts to improve job skills, knowledge, performance and education
- Adhere to standards of behavior, and personal conduct as outlined in the TOP Employee Handbook
- Follow Universal Precautions and Infection Control techniques.
- Understand facility safety plans and procedures related to fire, weather and other disasters.

### **Professional Responsibilities and Leadership**

- Maintain confidentiality at all times. All concerns and communications regarding children, families, staff, or issues with the program, should be done in private, using a positive, respectful and professional manner.
- Follow NAEYC and KDHE guidelines, DAP, partner performance standards and adopted curriculum components.
- Perform all other duties as assigned.
- Reports directly to the Assistant Director.