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