

Job Description ***Assistant Teacher***



Reports to: Early Learning Center Director

Supervises: N/A

Relates to: Early Learning Center Director

Job Summary:

Assistant teacher responsibilities may include, but are not limited to, physical care giving, developmental assessments, following an age appropriate curriculum plan, and supportive relationships with the director, co-workers, parents, and children. The assistant teacher must have a warm, friendly personality, be sensitive to the feelings and needs of others, be able to relate well with children, and be willing to fulfill job responsibilities in accordance with the program philosophy. This person must be able to maintain a professional attitude towards the children, the families, and the staff at all times, and be able to communicate professionally and openly.

Primary Duties:

- Adhere to all policies and procedures as stated in the Early Learning Center Teacher Policy Handbook.
- Demonstrate an attitude of support for the ELC and the church, along with administration, and the children and parents.
- Attend any staff meetings and necessary training.
- Provide the director with a current record and documentation of all in-service activities.
- Keep accurate records of attendance and scheduling.
- Provide a safe, positive, nurturing, and healthy learning environment that helps each child to have a positive experience throughout the school day.
- Meet the children when they arrive.
- Provide an atmosphere of acceptance and caring for each child.
- Comfort distress immediately.
- Serve as a role model for the children in the areas of attitude, speech, and actions.
- Meet the emotional, social, physical, and cognitive needs of each child.
- Following the curriculum and plans from the Lead Teacher and ELC Director, create a classroom environment where learning and growth take place.
- Ensure the safety of each child whether in the classroom, on the playground, or in common areas following the Teacher Policy Handbook and the Children and Youth Protection Policy Manual at all times.
- Assist children during lunchtime.
- Attend to individual children's needs while simultaneously taking care of other children.
- Interact with each child daily through circle time, centers, snacks, lunchtime, playground, or free play.
- Maintain an open, friendly, professional relationship with all families.
- Ensure confidentiality at all times.

- Practice active monitoring at all times when supervising children.
- Treat each child with dignity and respect for his/her cultural background.
- Encourage children's development in the areas of building self-confidence, problem solving, and taking responsibility for their actions.
- Sanitize classroom equipment daily.

Qualifications:

Minimum Required:

- High School Diploma or GED.
- Ability to maintain a personal, but professional, relationship with parents.
- Possess a friendly personality, supervision skills, and a good level of physical fitness.
- Health requirements: Staff should have the ability to lift a child weighing 40 pounds or run across a room or the playground to catch a falling child. In addition, staff must inform the director of any condition which might limit or interfere with their ability to care for a child. The director has the sole discretion of determining if the staff is able to care for children, at which time they may be granted a leave of absence or their employment terminated.

Preferred:

- 1+ years' experience working in Early Childhood Education with preschool children.