



ASSISTANT TEACHER - JOB DESCRIPTION

Salary Range: TBD

Hours: Varies

Reports to: Director/Program Director

Qualifications:

- * Must have received, be in the process of receiving, or be willing to receive some class room training in the education and development of young children.
- * Must relate well to children, have a warm and friendly personality, and be able to work in harmony with other staff members.
- * Must be willing to fulfill responsibilities in accordance with the center's philosophy.

Education:

- Preschool Child Development Associate (CDA)
- Must obtain CDA credential
- Must be enrolled in CDA Class
- Infant/toddler: 1year experience (Required)
- High school diploma or equivalent, experience working with preschool children in a group setting.

Responsibilities will include but not be limited to:

- * Assisting the teacher in planning and implementing the daily program, including the following:
- * Treating each child with dignity and respect.
- * Recognizing and considering the individual needs of each child in relation to cultural and socio-economic background, disabilities, special talents and interests, style and pace of learning.
- * Helping children learn to think creatively, to solve problems independently, and to respect themselves and others.
- * Supervising the classroom, according to the plans of the teacher when the teacher is out of the room.
- * Helping with meals and preparation of snacks.
- * Assisting the teacher in other appropriate ways.
- * Maintaining professional attitudes, behavior, and dress at all times while on duty. * This includes using the proper channels to air problems and complaints.
- * Participating in professional organizations that work for the improvement of early childhood education.
- * Maintaining strict confidentiality regarding children and their families.
- * Generally promoting a good rapport among staff members.
- * Sharing with the teacher the responsibility of maintaining a clean room.
- * Attending outside workshops when appropriate.



General Expectations:

- * Follow personnel policies of the center.
- * Maintain neat appearance.
- * Report problems promptly to the teacher.
- * Come to center rested and able to deal with the demands of children.
- * Participate in the maintenance and sanitation of classroom on a daily basis
- * Refer all parent concerns to lead teacher or program director
- * Demonstrate willingness to positively interact with children and make healthy connections with them.