

Job Description
ASSISTANT TEACHER

QUALIFICATIONS:

- 1) Provide documentation of U.S. citizenship or eligibility to work in the U.S.
- 2) Complete any background information/criminal record check required by licensing.
- 3) Have the ability to hear the conversational voice with or without a hearing aid, the ability to see and read newsprint with or without corrective lenses, the ability to speak and be understood under normal circumstances, the ability to lift and carry children and other items weighing up to 50 pounds, and the ability to use arms, hands, legs, and feet with or without corrective devices to accomplish the job, including evacuation of the building during emergencies.
- 4) Provide documentation of education and training in Early Childhood Education or Child Development or an equivalent field as required by licensing and Especially For Children.
- 5) Provide documentation of current First Aid Certificate within 90 days of employment and keep certification current thereafter.
- 6) Provide documentation of CPR training and keep current thereafter, if required by EFC for your position.
- 7) Demonstrate the following personal characteristics that facilitate effective teacher performance and human interaction providing for continued individual and professional growth: self-motivation, self-direction, creativity, flexibility, dependability, the ability to follow and remember directions, and the ability to make good judgments.
- 8) Display a positive attitude toward work and children.
- 9) Understand child development and have the ability to foster physical, mental, and emotional growth and socialization skills in children.
- 10) Be able to design and carry out planned learning experiences that will encourage maximum personal growth for each child in the group.
- 11) Be able to accomplish the above in the context of building on children's own expressed interests rather than a highly regimented, adult-centered setting.
- 12) Be able to direct the activities of co-workers, aides and substitutes to promote a supportive, cooperative working atmosphere.
- 13) Be able to establish and maintain good communication with co-workers and the director.
- 14) Be able to establish and maintain good communication with parents.
- 15) Be able to observe and record children's progress.
- 16) Be able to respond immediately to any emergency situation.

- 17) Be willing to continually increase knowledge in the field of early childhood education.

DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- 1) Treat each child with dignity, respect and affection.
- 2) Prepare a warm and safe environment that is orderly, clean, appealing, and permits the children to grow and explore.
- 3) Assist in planning and implementing a program that meets the emotional, physical, intellectual, and social needs of both the individual and the group, through developmentally appropriate practices, in accordance with the policies and philosophy of EFC.
- 4) Write or assist in writing objectives for the group.
- 5) Assume responsibility in conjunction with co-workers for preparing and posting weekly lesson plans and submitting a copy to the director.
- 6) Post all curriculum information for parents.
- 7) Interact with the children and encourage their involvement in group activities.
- 8) Gear the program to the needs of the individual child with concern for his/her interests, special needs, special talents, individual style and pace of learning.
- 9) Help plan and supervise outings/field trips when age-appropriate.
- 10) Observe, record and report significant individual and/or group behavior/illness and keep co-workers, and the director informed.
- 11) Understand and appropriately implement the duties of a mandated child maltreatment reporter.
- 12) Share responsibility for seeing that children's daily notes are completed.
- 13) Keep accurate records of children's attendance and progress including written comments on each child's development.
- 14) Continually evaluate each child's progress, and communicate these professional observations to the appropriate teammates and (if required by the position) to the child's parents through participation in formal parent conferences offered at least twice a year.
- 15) Establish and maintain good communication with parents through verbal contact on a daily basis, written notes and/or phone conversations when appropriate, and wearing a nametag. Sensitive issues should be discussed with the director before approaching the parent/s.
- 16) Be responsible for actively supervising and insuring the safety and well being of the children at all times, both indoors and outdoors. Be alert to the needs and /or problems of the children as individuals and as a group.
- 17) Know how many children are in the group and where they are at all times. Never leave a child or group of children unattended. (See Rule 3 definition of supervision)

- 18) Supervise, assist and participate in all daily routines:

Arrival - warmly greet each child and help involve him/her in the day's activities.

Meals - serve, sit and eat with the children, (family style when possible), while facilitating a pleasant mealtime atmosphere with the group.

Dressing - assist children and instruct in self-help techniques.

Nap Room - maintain restful atmosphere, rub backs, provide soothing presence.

Project/Activity Set-Up - gather materials, mix paints, cut stencils, etc.

Toileting - supervise bathrooms, assist in dressing, wiping, changing, hand washing, etc.

Music/Group Times - sing, dance, respond and participate with the children.

Outdoors - bring appropriate outdoor gear and be able to play with the children.

Transitions - follow the appropriate transition activity while supervising the movement of all the children.

Clean Up - teach and encourage children during clean-up time by actively working beside them, demonstrating how to pick up and where to place items.

Departure - say good-bye to each child, let him/her know you are looking forward to his/her return.

- 19) Serve as knowledgeable resource for other staff.
- 20) Continually train and supervise the activities of aides, substitutes and new co-workers assigned to the group, helping them to relate to and supervise the children.
- 21) Model appropriate positive behavior guidance techniques and train other staff so that discipline is consistent.
- 22) Work together with all center staff to solve problems, achieve center goals and respectfully communicate her/his needs.
- 23) Be responsible for educational resource materials, equipment, classroom atmosphere and initiating communication with the teacher and/or director regarding center needs and concerns.
- 24) Be responsible for maintenance and cleanliness of assigned room or area. This may include: vacuuming, mopping, sink/bathroom cleaning, room clutter clean up, etc.
- 25) Share responsibility with other staff members for the general maintenance and cleanliness of entire building and grounds under the direction and supervision of the director. (See the EFC Facilities Policies in the Employee Manual)
- 26) Be flexible to the staffing needs of the entire center, not just a specific group, and understand that hours are subject to change due to fluctuating enrollment and the needs of the center.

- 27) Monitor the staff to child ratio in the group and inform the director of any significant change.
- 28) Be ready to be called upon by director for special duties or assignments.
- 29) Be ready to be called upon in the director's absence to be the person responsible for the building.
- 30) Assist in evacuation of the building in an emergency and be able to respond immediately to any emergency situation.
- 31) Comply with applicable universal precautions and infection control guidelines and procedures.
- 32) Be familiar with and abide by licensing regulations and all EFC policies and procedures.
- 33) Attend professional workshops and participate in in-service training as required by DHS.
- 34) Attend all staff meetings, and participate in center and parent events.
- 35) Arrive in the classroom on time and ready to interact positively with all children, parents and staff.

I have received, read and understand the job description for my position. I realize that working for Especially For Children, full or part time, involves a serious commitment to the children, parents and staff of the center. I agree to the responsibilities required of the job.

Employee's Signature _____ Date _____

Director's Signature _____ Date _____