Job Description:

Job Title: Assistant Teacher
Revised Date: August 2014

Supervisor: Teacher
Entry Level Salary: $9.62

Employment Status: Non-Exempt

Employees, under the provision of the FLSA, are required to be paid by the hour and paid overtime for hours worked in excess of (40) hours in a workweek.

Responsibilities:

- Assist in implementing the Program’s vision, mission goals, objectives, policies, and Program Plans.
- Assume duties of teacher in his/her absence.
- Know and ensure compliance with state and federal regulations.
- Assist with supervision/direction of volunteers in classroom when needed with understanding of job descriptions.
- Assist in maintenance of child-staff ratio.
- Assist in preparation/coordination of daily activities in the classroom and completion of daily attendance, monthly enrollment and meal counts.
- Assist in the development/implementation of weekly plans with developmentally appropriate indoor/outdoor activities.
- Develop/prepare learning activities with teacher’s guidance.
- Assist in maintaining a safe, healthy, attractive environment with well-defined learning areas.
- Assist in ordering needed equipment/supplies and completing bi-annual classroom inventory.
- Use appropriate discipline techniques established by Program policy with NO physical or emotional punishment.
- Implement all components of program-wide Positive Behavior Intervention Support (PBIS) approach.
- Model and teach consistently the PBIS expectations to: be safe; be respectful; and be a team player.
- Assist in maintaining up-to-date emergency information and permissions for each child.
- Assist with health screening for children as required.
- Participate in and assist in documenting monthly fire and other emergency drills.
- Respond calmly in emergency situations following procedure.
- Recognize and respond to accidents and illness and follow procedure.
- Provide social/emotional support for each child by: responding to crying, rocking and other appropriate techniques.
- Use a modulated, appropriate tone of voice with children.
- Meet physical needs of each child such as: potty training, changing diapers and soiled clothing, administering prescription medication, feeding as needed.
- Report the suspicion of child abuse and/or neglect following procedure and submit forms.
- Assist with observations and collection of work samples/photos for each child to document progress and assure an accurate Individual Development Plan and Developmental Checklists.
- Provide teacher with information regarding children who may need special services and/or behavior concerns.
- Participate in weekly Family and Child Team (FACT) meetings as needed.
- Assist with screening of children using the Ages and Stages Questionnaire.
- Assist/participate in planning and record keeping.
- Assist with Orientation for children and families/parents.
- Assist with home visits and conferences.
- Promote an open, working relationship with parents and encourage family/parent involvement.
- Promote an open, positive, team approach with co-workers.
- Report Program, center, child/family, and co-worker related problems/concerns to immediate supervisor (teacher) and Site Supervisor.
- Attend Center Committee meetings as requested.
- Assist in classroom self-assessment.
- Participate in supervisory feedback discussions and assist with recommendations and follow-up needed.
- Maintain safety of children being transported to and from center, utilizing required child safety restraints and following Transportation and Pedestrian Safety procedures.
- Perform other duties assigned by immediate supervisor and approved by the Site Supervisor/SR Coach.

Qualifications:

Education and Experience:

- AA degree in Early Childhood Education or Child Development Associate Credential (CDA) and experience working with children/families; or
- High school diploma/GED and two (2) years working experience with children/families (one year experience = 1250 clock hours) AND enrolled in CDA or college courses to obtain ECE degree
### Skills:

- Ability to take direction and follow through as expected.
- Ability to accept and exercise authority appropriately and make rational decisions.
- Ability to plan, assign and supervise the work of designated personnel.
- A patient and understanding manner with children.
- Ability to establish/maintain effective working relationships with children/families, co-workers and colleagues.
- Ability to recognize and respect confidentiality.
- Ability to effectively communicate in oral and written form.
- Physical and mental ability to supervise and assist children participating during indoor/outdoor activities which includes the use of gross motor equipment, walks and field trips.
- Physical and mental ability to respond quickly to needs of children during daily activities and emergency situations.
- Visual and auditory ability to provide children and co-workers with a safe, secure environment.
- Physical ability to repeatedly bend and lift infants/toddlers ages 6 weeks – 3 years as part of daily routine (6-30 lbs) that includes: diapering, sleeping (cribs), feeding (high chairs), etc.
- Physical ability to repeatedly bend and lift and children ages 3-5 (30-50 lbs) in emergency situations only.
- Physical and mental ability to model and participate in activities designed for infants/toddlers and/or preschool age children that includes repetitive bending, stooping, sitting on floor and on child-size chairs (8"-12") with use of gross/fine motor, language, visual, and cognitive skills.
- Assist in the preparation of meals with ability to utilize large and small kitchen appliances (stove, microwave, and dishwasher) and carry food to and from kitchen.
- Assist in the set-up, clean up of meals includes sanitizing tables, transporting dishes to/from kitchen, sweeping/mopping of floors.
- Assist in daily routines of children such as riding the bus, bath rooming, tooth brushing, rest/quiet time which includes the ability to set-up and maneuver around cots/mats.
- Assist in maintaining health/hygiene of classroom by sanitizing toys, sweeping, mopping, moving equipment, and disposing of garbage as needed (under normal circumstances).
- Physical ability to ascend/descend steps on a regular basis to access bathrooms, kitchen, and play areas, to evacuate in emergency situations and to make home visits as required.

### Requirements:

- Must pass a pre-employment physical ability test and a negative pre-employment drug-screening test.
- Must receive an initial health appraisal and Mantoux TB test and a bi-annual health appraisal once employed.
- Must receive Child Abuse, Criminal History, and FBI Fingerprint Background Clearances.
- Be punctual and reliable in attendance.
- Be professional, productive, and follow the Standards of Conduct, Conflict of Interest, and Confidentiality policies.
- Work evenings and flexible hours when necessary.
- Travel as required.
- Participate in a minimum of two professional growth/development activities and relevant associations.
- Participate in required Keystone STARS Core Training Series, including Child Abuse Mandated Reporter Training.
- Utilize a Professional Development Plan and participate in job-related training and professional development opportunities to enhance competence and job performance, including these annual requirements: CBK: 24 hours minimum with Child Observation, Inclusive Practices, and/or ERS Curriculum, Program/Child Assessment, and/or Appropriate Learning Standards; Common Childhood Illnesses; Pediatric First Aid; Child Abuse Reporting; Transportation/Pedestrian Safety; Fire Safety; and Emergency Preparedness.
- Participate in Program Committees/Teams, meetings, etc.
- Participate in performance assessments.
## PHYSICAL ACTIVITY JOB REQUIREMENTS:

**Job Title:** Assistant Teacher  
**Effective Date:** August 2014

<table>
<thead>
<tr>
<th>PHYSICAL ACTIVITY</th>
<th>FREQUENCY OF ACTIVITY</th>
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<tbody>
<tr>
<td></td>
<td>Not At All Not Performed</td>
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<tr>
<td>Sitting</td>
<td>X</td>
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<tr>
<td>Standing</td>
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<td>Walking</td>
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<td>Climbing</td>
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<td>Reach Above Shoulder</td>
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<td>Crouching/Stooping</td>
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<td>Balancing</td>
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<td>Pushing or Pulling</td>
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<td>Repetitive Use of Hands</td>
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<td>Fine Finger Dexterity</td>
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<tr>
<td>Grasping - Simple/Light</td>
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<td>Grasping - Firm/Strong</td>
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<td>Lifting or Carrying:</td>
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<td>Use of Head and Neck</td>
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<td>Frequency of Interpersonal Relationships Necessary to Perform Job</td>
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<tr>
<td>Frequency of Stressful Situations Necessary to Perform Job</td>
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</tbody>
</table>

I have read this job description with the addendum for physical requirements and am able to perform the duties as stated.

_________________________  
Employee Signature

_________________________  
Supervisor Signature

_________________________  
Date

_________________________  
Date