



Assistant Teacher

Position Description

Reports to: The Lead Teacher

This position is non-exempt

Requirements: This individual will assist in shaping the classroom environment within agency guidelines by contributing to and maintaining a quality early childhood program. This individual must successfully complete a C.O.R.I. and D.C.F. and fingerprint check. A satisfactory physical as well as First Aid and CPR training within 6 months of hire is required.

Essential Functions:

- Effectively supervise children by sight and sound
- The ability to lift, bend, sit, stand, twist, walk, run and lift children up to 40 pounds
- Exhibit general good judgment and emotional maturity and stability
- Maintain clear, effective, positive communication skills with children, staff and families
- Demonstrate professional verbal and written skills
- Ability to work as a team member in a team environment

Specific Responsibilities include but not limited to:

- Knowledge of and maintenance of child/teacher ratios in compliance with the Department of Early Education and Care, (DEEC)
- Insure the safety and well being of the children at all times
- Know the number of children in your care at all times
- Be alert to the needs and/or problems of the children as individuals and as a group
- Treat children with dignity and respect
- Participate in the daily curriculum
- Assist in maintaining a creative, exciting, learning environment for children
- Prominently displaying children's work
- Report to the Lead Teacher any special needs or problems of individual children
- Report to the Lead Teacher any cases of suspected child abuse or neglect
- Maintain sufficient training hours for the position
- Enrolled and taking college courses as required by NAEYC and EEC requirements
- Attend after hour staff meetings once a month
- Scheduled work hours are subject to change
- Other duties as assigned

Qualifications:

- Knowledge of children's physical, emotional, and developmental patterns and Behaviors.
- Ability to relate to children and their needs

I have read, understand and agree with this job description.

Signature: _____ Date: _____