

**Job Description: Assistant Teacher**

Department:

Reports to: Director/Owner

**Job Summary**:

Assists the Lead Teacher with planning lessons and instructing children in activities according to an approved curriculum designed to promote social, emotional, physical, and intellectual growth. Maintains a safe and healthy learning environment.

**Essential Functions/Job Responsibilities:**

* Assists with preparation of lesson plans and instructs children in activities according to a curriculum that is consistent with the philosophy and goals of the Center and Company.
* Works with Lead Teacher in setting up and maintaining the classroom to ensure a safe, fun and age appropriate learning environment. Makes the classroom available for tours for prospective families as requested.
* Takes appropriate steps to clean and sanitize classrooms, materials, and restrooms.
* Assists with the preparation of the classroom for daily activities and assists in the cleanup after activities are complete.
* Assists with meal and snack preparation and provides any feeding assistance needed by children.
* Treats the children with dignity and respect, displaying friendly, enthusiastic and caring behavior, while guiding them in a positive manner and teaching them to respect themselves and others.
* Recognizes and considers the background, special talents and interests, style and pace of learning of each child and provides developmentally appropriate activities.
* Works to prevent injuries and accidents.
* Reports any injuries or accidents to the Center management.
* Partners with Lead teacher, Center Director and/or Owner on any parent follow-up and communication
* Supervises the children as required by the Center and state regulations and according to the lesson plans; functions as the lead teacher in the absence of Lead teacher when needed.
* Participates with the children in activities in the classroom and playground.
* Maintains confidentiality of all information on the children and their families.
* Reports suspected child abuse or neglect as mandated by state regulations.
* Attends all staff meetings, training sessions, meetings and programs as requested by the Director/Owner.
* Performs other duties as requested by the Lead Teacher or Director/Owner. May work in other classrooms other than the one usually assigned.

**Skills & Abilities:**

* Demonstrates integrity, honesty, and professionalism
* Knowledge and understanding of all current applicable child care regulations
* Excellent customer service skills
* Ability to problem solve, manage conflict
* Strong communication skills, both verbal and written
* Excellent time management skills
* Commitment to complete annual state licensing training requirements
* Ability to work flexible schedule consistent with hours of operation, and ability to adapt hours to the needs of the business
* Proficient in basic computer skills, including Microsoft Office
* Ability to balance multiple priorities

**Qualifications:**

* Must meet state licensing requirements for education and experience.
* Knowledge of Early childhood education curriculum.
* Ability to be trained in CPR and Fire Safety

**Education required:**

* High School Diploma or Equivalent

**Experience required:**

0 to 6 months in classroom setting

**Abilities including physical requirements:**

**Check (x) all that apply to this job.**

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| \_x\_\_Lifting up to 40 lbs |  |  | \_x\_\_Use of Hands to Finger, handle or feel |
| \_x\_\_Carrying up to 40 lbs |  |  | \_x\_\_Physical Coordination |
| \_x\_\_Stooping, Bending |  |  | \_x\_\_Eye-Hand Coordination |
| \_x\_\_Kneeling, Squatting |  |  | \_x\_\_Close vision |
| \_x\_\_Walking |  |  | \_x\_\_Distance vision |
| \_x\_\_Standing  color |  |  | \_x\_\_Color vision (ability to identify/distinguish |
| \_x\_\_Sitting |  |  | \_x\_\_Depth perception (ability to judge distance) |
| \_x\_\_Climbing, balancing |  |  | \_x\_\_Hearing |
| \_x\_\_Pushing/Pulling |  |  | \_x\_\_Speaking |
| \_x\_\_Overhead Reaching |  |  | \_x\_\_Repetitive Motion |

**Work Environment**

The work environment is primarily indoors with adequate lighting and temperatures with some exposure to outdoor weather conditions. The noise level is moderate.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.