

Job Description – Assistant Teacher

A person selected for this position will be responsible for assisting a classroom Lead Teacher with the general supervision and management of a class of children. The assistant teacher reports to and works with the classroom Lead Teacher.

Qualifications

1. Must be at least eighteen (18) years of age and meet the requirements of the licensing agency.
2. Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the School's program and philosophy.

Responsibilities

1. Assists in planning and implementing the daily program under the direction of the Lead Teacher.
2. Assists in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
3. Supervises the classroom when the Lead Teacher is out of the room.
4. Helps with the general housekeeping tasks.
5. Assists the Lead Teacher in other ways as requested.
6. Maintains a professional attitude and loyalty to the School at all times.
7. Treats all children with dignity and respect.
8. Attends all staff meetings and recommended training programs and conferences.
9. Assists Lead Teacher to supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of children enrolled at the School.
10. Helps to maintain a neat and organized classroom.
11. Helps children establish good habits of personal hygiene; change diapers and assists with toilet training.
12. Attends School functions.
13. Supervises all activities to ensure safety at all times.
14. Reports to Lead Teacher any problem which may occur with the children.
15. Observes, records, and reports on the behavior of individual children as assigned.
16. Performs additional program duties as assigned by the Director according to the School's needs.
17. Participates in dismissal procedures, ensuring that each child leaves with the appropriate adult
18. Greets parents and children with salutations and smiles.
19. Maintains a professional attitude and loyalty to the School at all times.
20. Works with other staff members to form a positive, supportive team atmosphere.
21. Participates in Parent Open House prior to school.
22. Participates in recommended training programs, conferences, courses, and other aspects of professional growth, maintaining current knowledge of early childhood practice.