

JOB DESCRIPTION

UPDATED 10/2022

TITLE:

Classroom Assistant Teacher

DESCRIPTION:

The Assistant Teacher typically works Full-Time and follows the direction of the Lead Teacher. Accommodations can be made for an Assistant Teacher to work Part-Time if it better meets the needs of the schedule. Classroom Teachers are responsible for the care and education of a group of children as part of a teaching team. The teaching team works together to plan and implement the scheduled activities, work with parents, and assess the needs of individual children.

ACCOUNTABILITY:

The Classroom Teachers report to the Program Director.

RESPONSIBILITIES/DUTIES:

Maintain Daily Operations of the Classroom

- Manage the classroom without assistance and display comfort/competence being alone with children.
- Prepare/feed bottles/food and assist children in eating.
- Maintain/Support consistent classroom routines and transitions.
- Follow classroom/individual schedule and Support a variety of activities that promote physical, academic and social development to insure instructional excellence.
- Change diapers, assist in potty-training, clean messes, assist in undressing/redressing, monitor children in the bathroom, and assist in hand washing.

Establish and Maintain a Safe, Healthy and Organized Environment

- Consistently complete classroom cleaning tasks including vacuuming/sweeping, light housekeeping, bathroom clean-up, etc. while monitoring all children.
- Assess program supplies and materials needed regularly to be prepared and keep classroom stocked.

Promote Developmentally Appropriate Practices

- Support small group activities, circle/learning/story time, outdoor time and large motor play that are engaging and follow the written lesson plan outline. Support lesson plans following the curriculum at least one week in advance.
- Support children's developmental progress on an ongoing basis, communicate needs with lead teacher, modify activities and follow infant schedules according to children's needs and the parent's requests.
- Greet and welcome families, address concerns, and manage behavior concerns with patience and understanding, utilizing a teachable moment.

Strive to Grow as a Professional and Support the Team

- Promote/model regular communication through daily conversations, classroom dailies, lesson board, progress notes and/or parent conferences.
- Engage in center activities, staff meetings, workshops, and training as instructed by the director.
- Provide/accept feedback and engage in ongoing professional development to ensure continuous quality improvement.
- Take direction from lead teacher and work together to provide a positive and consistent environment in the classroom.

QUALIFICATIONS:

AGS Certification

High School diploma or general educational development certificate and one of the following:

- 30 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field.
- 15 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field and 1 year of experience with children. (1250 hours documented)
- 2 years of experience with children. (2500 hours documented)

AGS+ Qualification

All of the following:

- AGS Certification requirements met
- Documented Childcare experience from Childcare Center

Level A

One of the following:

- CDA Certificate
- 9ECE credits
- School Age Credential

SALARY SCALE:

The pay rate for an Assistant Teacher begins between \$9-16/hour. Salary is based on 3 factors- Position, Experience and Education. Additional increases are available with Performance and Incentive Bonuses, such as participating in the Substitute Staffing Program, actively maintaining attendance, working towards goals and maintaining training requirements. These Performance and Incentive Bonuses will be evaluated each quarter. Staff will be eligible for an increase to their hourly wage each September or at any time there is a change in Position, Education, Incentive Bonus, and/or Performance. Raises and bonuses are not guaranteed or included in this calculation as they are pending the budget within the center.

BENEFITS:

All benefits are subject to change at any time with written notice as policies are updated. *Benefits marked with an asterisk are available to fulltime employees only.

Upon Hire

- Flexible Schedule
- Professional Development Assistance
- Paid Training – up to \$100/year

After 90 Days of Employment

- Health Insurance*

After 6 Months of Employment

- Paid Holidays*
- Paid Time Off*

After 1 Year of Employment

- Childcare Discount*

I meet the above qualifications and am able to perform the required responsibilities of the position.

Employee Name

Employee Signature

Date