

**NAME:**  
**JOB TITLE:** Assistant Teacher  
**DEPARTMENT:** Early Childhood Education

**FLSA STATUS:** Non-Exempt  
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**OVERALL PURPOSE:**

The Assistant Preschool Teacher supports the Lead Teacher in maintaining a developmentally appropriate, engaging, individualized, safe, and healthy classroom environment for the preschool student. This role also encourages family involvement to enhance school readiness skills.

**ESSENTIAL FUNCTIONS:**

**1. Curriculum Implementation**

- Ensure the classroom environment is developmentally appropriate, unbiased and addresses students' social-emotional, cognitive, language, and motor skills
- Communicate rules and consequences clearly to students
- Employ positive guidance methods
- Conduct daily observations and assessments
- Adhere to the daily schedule
- Understand and apply the Classroom Assessment Scoring System (CLASS) strategies
- Meet individual needs of each student, including those with IEP's and behavioral requirements

**2. Parent Involvement**

- Use Learning Genie for parent communication
- Conduct two home visits per year
- Create newsletters, subject to Lead Teacher review and supervisor approval

**3. Safe and Clean Learning Environment**

- Administer prescribed medications in accordance with the directives of the Health Manager
- Maintain required student-teacher ratios
- Ensure safe and well-monitored classroom transitions
- Conduct daily safety inspections and submit monthly checklists to the Health Manager
- Follow daily cleaning protocols to maintain a healthy learning environment
- Submit supply and restocking requests to managers in Education and Health separately

**4. Documents and Records**

- Complete and approve timecards semi-monthly
- Submit mileage reimbursement monthly if incurred
- Complete HR documentation and forms as required
- Maintain student forms for all program components

**5. Recruitment**

- Participate in at least one recruitment activity per school year
- Assist with ongoing marketing efforts

**6. Volunteers**

- Model developmentally appropriate practices for classroom volunteers
- Help volunteers understanding and engage with classroom expectations

**7. Adaptability and Continuous Improvement**

- Identify opportunities for process improvements and implement best practices
- Adapt to organizational needs and contribute to strategic planning
- Pursue professional development opportunities
- Maintain or update relevant certifications

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**OTHER DUTIES OF JOB:**

1. Lift up to 40 pounds
2. Ensure children's safety through sight, sound, and mobility
3. Pass initial and periodic physical exam
4. Eat meals with children as part of the learning environment
5. Perform additional related duties as required
6. Maintain confidentiality of children, families, and staff
7. Adhere to established agency policies, safety standards, and applicable regulations

**SUPERVISION RECEIVED:**

Reports to the Education Manager

**QUALIFICATIONS**

**EDUCATION**

- CDA - Child Development Associates Credential required
- Associate in early childhood education preferred

**EXPERIENCE AND/OR TRAINING**

- Minimum of two years relevant experience required

**LICENSES OR CERTIFICATIONS**

- Interrater Reliability Certification
- CPR and First Aid Certification

**ADDITIONAL JOB REQUIREMENTS**

- Foster a positive, cohesive, and collaborative work culture
- Address and resolve day-to-day operational challenges promptly and efficiently
- Make informed decisions that align with organizational goals and values
- Communicate effectively with co-workers or customers
- Adapt to changes in work environment
- Utilize creativity and organizational skills
- Stay abreast of technological advancements and integrate relevant tools to enhance office efficiency

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To excel in this role, one must proficiently execute each vital task. The specified criteria outline the necessary knowledge, skill, and/or ability. Reasonable adjustments may be implemented to facilitate individuals with disabilities in carrying out these crucial functions.

I have carefully reviewed the provided job description and comprehensively grasp the outlined requirements. I am capable of fulfilling the essential functions of the role, whether with or without accommodations. I commit to executing all duties and responsibilities to the best of my capabilities.

Employee Acknowledgment

Supervisor Acknowledgment