

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

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

This position is responsible for assisting the Lead Teacher in maintaining a developmentally appropriate, stimulating, individualized, safe, and healthy classroom environment for the preschool student as well as encouraging family involvement to further increase school readiness skills.

**ESSENTIAL FUNCTIONS:**

**1. Implement agency curriculum to develop lesson plans**

PERFORMANCE MEASURES:

- Ensure classroom environment is developmentally appropriate, non-biased, and takes into consideration the social-emotional, cognitive, language and motor skills of the students
- Ensure students are aware of rules and consequences
- Use positive methods of guidance
- Understand and implement the provided curricula
- Conduct daily observations and assessments of students' progress
- Assist with development of weekly lesson plans
- Follow daily schedule
- Understand the Classroom Assessment Scoring System (CLASS) and implement the strategies
- Ensure the individual needs of each student are met
- Ensure I.E.P. and/or behavioral requirements are met

**2. Encourage parent involvement in student's education.**

PERFORMANCE MEASURES:

- Utilize Learning Genie for parent communication
- Conduct 2 home visits per year, if required
- Administer BDI-3 at initial home visit
- Create newsletters – Lead Teacher to review before submission to supervisor

**3. Maintain a safe and clean learning environment.**

PERFORMANCE MEASURES:

- Ensure required ratio is always maintained
- Ensure all transitions to and from classrooms are safe and well monitored
- Inspect the environment daily to ensure all safety requirements are met – then submit checklist to Health Manager monthly
- Follow daily cleaning requirements to maintain a healthy learning environment
- Send supply and restocking requests to managers separately ~ Education and Health

**4. Timely completion and submission documentation and records**

PERFORMANCE MEASURES:

- Timecards – semi-monthly
- Home Visit Tracking Forms -monthly
- Mileage – monthly if incurred
- HR documentation and forms – as required and requested
- Student forms for all program components – as required

**5. Attend required meetings and trainings.**

PERFORMANCE MEASURES:

- Attend all meetings as required
- Seek out opportunities for professional development
- Maintain or update certifications

**6. Recruit families to maintain full enrollment.**

PERFORMANCE MEASURES:

- Participate in a minimum of 1 recruitment activity per school year
- Assist with ongoing marketing of programs

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**7. Schedule and oversee classroom volunteers.**

PERFORMANCE MEASURES:

- Model developmentally appropriate practices
- Assist volunteers in understanding and engaging in classroom expectations

**OTHER DUTIES OF JOB:**

1. Must be able to lift 40 pounds
2. Ensure children’s safety through sight, sound, and mobility
3. Must pass initial and periodic physical exam
4. Eat meals with children as part of the learning environment
5. Perform other related duties as required
6. Must maintain confidentiality of children, families, and staff
7. Follow established agency policy, safety standards, and applicable regulations

**SUPERVISION RECEIVED:**

Supervision is received from the Education Managers.

**QUALIFICATIONS**

**EDUCATION**

- Associates Degree in Early Childhood Education preferred
- CDA required

**EXPERIENCE AND/OR TRAINING**

- Two years required

**LICENSES OR CERTIFICATIONS**

- Interrater Reliability
- CDA
- CPR and First Aid Certification

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Identify problems, inform others, and provide information
- Communicate effectively with co-workers or customers
- Operating Technology, e.g. smart devices, data base systems, software programs, internet, e-mail
- Adapt to a Constantly Changing Work Environment
- Independent Judgment and Discretion
- Utilize Creativity and organizational skills
- Work Closely with Others

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of HR Representative

\_\_\_\_\_  
Date