

ASSISTANT TEACHER

QUALIFICATIONS:

Assistant teacher 1: High School/90 hour, willingness to continue training to receive the Child Development Associate Credential (CDA).

Assistant Teacher 2: High School Diploma & CDA

Assistant Teacher 3: An Associates Degree

****At least 1 year of experience working in the field of early childhood education/early childcare****

GENERAL FUNCTION: Under the supervision of the Teacher, is responsible for providing a stimulating environment for the growth, well-being, and development of the child.

SPECIFIC FUNCTION: (example of duties):

1. The Assistant Teacher will assist the Teacher to:
 - a. Select materials, equipment and arrange the room to provide an environment conducive to learning and appropriate to the development level and learning style of the children.
 - b. Provide a safe environment by taking necessary measures to reduce and prevent accidents and/or illness.
 - c. Provide the group with a positive routine and with simple rules that are understood and accepted by children and adults.
 - d. Provide a variety of appropriate equipment, activities, and opportunities to promote the physical development of the children.
 - e. Provide activities and experiences which encourage questioning, probing and problem-solving skills appropriate to development level and learning style of the children.
 - f. Help children to acquire and use language as a means of communicating their thoughts, feelings and understanding of others.
 - g. Provide a variety of experiences and media that stimulates children to explore and express their creative ability.
 - h. Help children to know, accept and appreciate themselves as individuals.
 - i. Help each child develop a sense of independence and acquire the ability to express, understand and control feelings.
 - J. Help the child to learn to get along with others and encourage feelings of mutual respect among children in the group.
 - k. Establish positive and productive relationships with parents and encourage them to participate in the center's activities.
 - l. Plan regular parent conferences with parents and make home visits.

- m. Organize the Classroom Committee.
 - n. Develop the initial and ongoing observations, assessments, and recording of each child's behavior.
 - o. Develop the written individualized education plans.
 - p. Develop the written weekly lesson plans.
 - q. Make appropriate referrals based upon assessments, team planning sessions, CDT, etc.
 - r. Maintain all necessary record keeping, (e.g., meal count, attendance, documentation of individualizing for each child, etc).
 - s. Initiate Center plan of action for absence of children.
 - t. Make regular inspections and report the need for repair/replacement of classroom supplies and equipment.
2. Plan for and participate in the team planning sessions.
 3. Serve as a member of CDT when appropriate.
 4. Work cooperatively with other staff members in implementation of Center plans, activities, Policies and rules.
 5. Follow written policies and regulations established by the Head Start Performance Standards, the Center, Health Department and granting agency.
 6. Participate in workshops, seminars and assigned training programs that will facilitate ongoing professional development.
 7. Be responsible for the class in the absence of the Teacher.

In the performance of the job functions the Assistant Teacher will demonstrate competencies:

- To establish and maintain a safe, healthy learning environment.
- To advance physical and intellectual competence.
- To support social and emotional development and provide positive guidance.
- To establish positive and productive relationships with families.
- To ensure a well-run, purposeful program responsive to participant needs.
- To maintain a commitment to professionalism.

In the performance of the job functions, the Assistant Teacher will demonstrate their commitment through participation in ongoing training leading to the proficiency.