

ASSISTANT TEACHER POSITION

JOB DESCRIPTION

Responsibilities:

1. Complete or be enrolled in a satisfactory 50-hour training course to be completed within six months of employment as approved by the Department of Health and Family Services.
2. Must be capable of standing for extended periods of time as well as bending, stooping, crouching, and stretching. Lifting up to 50 pounds as needed.
3. Aid children in eating, dressing, personal hygiene and other activities to foster appropriate habits such as friendships, values, and positive self-control utilizing the Life Skills curriculum.
4. Work with other staff to develop individual potentials of children, modeling and expecting appropriate behavior, language and social skills.
5. Display ability to initiate a group activity during free choice time.
6. Meet expectations as explained and provided for you at time of Orientation. Uphold the philosophy and educational commitment of Early Learning Center. Included but not limited to:
 - Maintain accurate sign in/out sheets.
 - Daily schedules are posted outside classroom.
 - Keep classroom emergency bag current and accessible.
 - Understand and follow allergy/dietary restriction list.
 - Maintain ratios and classroom supervision at all times.
 - Follow all personnel policies.
 - Meet licensing requirements for continuing education.
7. Cooperate in planning and preparing educational curriculum of the group for inside and outside activities.
8. Take over Head Teacher position in their absence including carrying out prepared lessons, marking attendance, maintaining daily routine, and post events of the day on the classroom wipe off board.
9. Assisting in assigned classroom and other areas of the Center throughout the day.

10. Stock classroom with necessary paper supplies (Kleenex, spoons, cups, napkins, paper towel, etc.) weekly or as needed.
11. See that classroom toys are washed and sanitized on a regular basis but not less than 1 time per month. Get directions from Lead Teacher or classroom cleaning list.
12. Inform Classroom Teacher and Director of all communicable diseases as soon as families notify the center. Post a sign on Check in computer monitor regarding the outbreak.
13. Keep classroom organized. Avoid collection of papers, projects, activities, etc. from accumulating on shelves, cabinets, and countertops.
14. Make daily observations of the health of each child in the group.
15. Assist Lead Teacher in maintaining a clean and appropriate atmosphere for children to be in.
16. After-hours attendance: Attendance is required at all scheduled staff meetings. Attendance at family events as requested, approximately 2 times per year. These are paid events for staff.
17. Meet State requirements for continuing education.
18. Maintain prompt hours, be where you are supposed to be at all times (in designated classrooms with children when in ratio).
19. Notify director of illness at least two hours before scheduled shift.
20. Attend family events and programs as required by management.
21. Adhere to all licensing regulations.
22. Have knowledge of and be responsible to inform all staff of any special dietary needs of any child enrolled in your group.
23. Maintain confidentiality at all times concerning: children, their records, their families, staff, the Center and any information relating to it.
24. Must provide positive guidance to children at all times.

25. Must be in good health, neat and clean appearance, abiding by ELC dress code.
26. Field trips responsibilities:
 - Nametags on each child
 - ELC T shirts when applicable
 - Emergency bag and sign in/out sheets in your possession
 - Adequately supplied first aid kit
 - Diapers and extra clothes as needed
27. Become familiar with emergency procedures.
28. Perform all other duties and responsibilities as delegated by lead teacher and or management.