

ASSISTANT TEACHER

Job Description

Position Summary

The preschool staff is responsible for the academic and social emotional growth and development of children in their care. The Preschool Assistant Teacher is responsible for assisting the lead teacher towards shared classroom goals.

All employees, regardless of position, serve as role models for the children who are served at our school. Each employee at all times must be emotionally stable and able to function effectively with children and their families. The staff must demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable. Social media appropriateness as outlined in the diocesan policy "For The Sake of the Children" is expected.

Assistant teachers are hourly nonexempt employees.

Qualifications for Assistant Teacher

- 6 ECE college credits in early childhood education or 120 hours of CDA training in child development to obtain an assistant teacher certificate from the state of Delaware.
- Experience working with children in a group setting.
- Ability to accept and use supervision constructively.
- Physical stamina and the ability to lift and carry equipment and tables and chairs (approximately 25 lbs.) as needed and in case of an emergency an average size preschool child (average size preschool child is approximately 40 lbs). *Ability to sit on the floor or child sized furniture.
- Ability to make decisions on behalf of children and to protect their well-being.
- Committed to continuing professional growth.
- Ability to work effectively with parents.
- Excellent decision making and crisis management skills.
- Good communication, problem solving, and priority setting skills.
- CPR & First Aide certification.
- Knowledge of child development.

Responsibilities

Safety, Classroom Management & Communications with Children

- Assist coworker in supervising and ensuring the safety and well-being of the children at all times.
- Assist coworker in supervising children's play in order to guide behavior and social development.
- Promote self-esteem in communications with children.
- Help children with daily routines such as toileting, diaper changing, dressing, and eating as necessary in accordance with the guidelines from the Diocesan policy "For The Sake of the Children", and with the guidelines concerning toileting, diapering and handwashing from the Delacare regulations, and the child's developmental needs.
- Report to director and/or follow the protocol for reporting any cases of suspected child abuse or neglect to the appropriate authorities as outlined in the staff handbook.
- Assume temporary responsibility of classroom when teacher is absent.
- Handle discipline promptly and in accordance with stated policy in the staff handbook.
- Communicate clearly and effectively with children in a manner that they understand.

Curriculum Planning

- Assist coworker in planning, supervising and implementing a developmentally appropriate curriculum for the class in accordance with the policies and philosophy of the school and under the directions of the lead teacher.
- Assist in planning and preparing the learning environment.
- Assist in planning, preparing for and setting up learning centers.
- Assist in preparing classroom material for the day and when needed.
- Assist in creating an inviting learning environment.

Classroom Environment

- Decorate the room and adjacent hallways with bulletin boards, pictures, children's artwork, and other appropriate and welcoming decorations.
- Ensure equipment and the facility are clean, well maintained and safe at all times.

Family Communication and Relations

- Greet children in a warm and welcoming manner each day.
- Greet parents/guardians/caregiver in a warm and welcoming manner each day.
- Maintain communication with parents on a daily basis and/or when necessary via face to face conversations, memos on the white board outside of the classroom.
- Partner with coworker in order to maintain confidentiality with sensitive information.
- Assist in providing a classroom environment that encourages parent participation.
- Participate in mid-year parent/teacher conferences.

Staff Communication and Relations

- Communicate directly, avoid gossip, and treat co-workers in a friendly and respectful manner.
- Resolve conflicts in a professional straightforward manner and accept the resolution that is agreed upon by all the parties involved and/or by the director.
- Support collegial relationships between teachers by sharing ideas, consulting and reflecting with teaching peers.
- Discuss written child evaluation forms with lead teacher before scheduled parent/teacher conferences.
- Inform director when supplies need to be ordered.
- Report all staffing and classroom concerns to director in a timely manner.
- Participate in ongoing development and evaluation of school's goals and objectives.

General Job Duties

- Assist director in explaining the program to visitors.
- Be familiar with emergency procedures.
- Help to maintain orderly storage. General areas such as bathrooms, storage closets, kitchen, and office should be kept neat and orderly. Return supplies and materials to the appropriate storage areas.
- Attend all monthly staff meetings. A schedule is provided for the year at the initial staff meeting in August.
- Participate in recommended in-service programs throughout the year as required by state licensing regulations.
- In accordance with "team" philosophy, assistant teachers may occasionally be required to carry out or assist with other tasks in addition to the duties listed on the job description.
- Support and promote the mission and teachings of the Catholic Church through daily interactions, classroom instruction and by modeling Christian values.

Mental/Physical Demands

Caring for children can be physically demanding. Assistant Teachers may be lifting and carrying children and equipment. Assistant Teachers may come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff and themselves.

Caring for children can be stressful. Assistant Teachers must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and staff must be prepared to assist in handling accidents and emergencies at any time. Use of standardized precautions is expected in all situations.

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I certify that I have read and understand the responsibilities assigned to this position.

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities required of the position.

Signatures

(Employee Signature) **Date:** _____

(Printed Name)

Assistant Teacher Job Task List

Daily/Weekly Responsibilities

- Arrive by 8:30 to prepare and set the classroom up for the day.
- Utilize the information from the Delacare Regulations on maintaining sanitary conditions and hand washing procedures throughout the day.
- Sanitize the tables before school, before & after snack, and at the end of the school day in accordance with the policy from Delacare Regulations.
- Stack chairs at the end of the day so that cleaning crew can vacuum and/or mop the floors.
- Scrape play dough spots on the rug once the play dough has dried so that cleaning crew can vacuum at the end of the day.
- Mop up paint spills and use the Spot Bot when necessary to clean the rug.
- Use the Spot Bot on areas that have been soiled by body fluids.
- Spot clean walls, cubbies and furniture when needed to maintain a neat appearance.
- Empty trash cans and place trash bags outside classroom at the end of the day for the cleaning staff.
- Clean and sanitize toys in the dishwasher twice a week. Fill out toy cleaning schedule and hand in to the office at the end of the year to be filed.
- Spray and sanitize toys and play equipment too big for the dishwasher twice a month.
- Assistant Teachers are required to stay ½ hour after children are dismissed in order to fulfill the above responsibilities.

August Responsibilities

- Assist coworker to set up, arrange and decorate classroom by the designated date.
- Attend initial staff meetings and in-services.
- Attend a one-hour Orientation to begin to transition students to the school year.

Mid-Year Responsibilities

- Clean and decorate classroom in preparation of Open House for prospective students.
- Attend the Open House scheduled for a Sunday morning in January.

May Responsibilities

- Return all materials, supplies and equipment to the appropriate storage areas.
- Assist in organizing and cleaning main storage areas.
- Label shelves and furniture with room # and turn shelves and book cases toward the wall.
- Wash walls and windows and vacuum the classroom.