



## **Job Description - Early Childhood Assistant Teacher**

The Early Childhood Assistant Teacher works with the support and mentorship of an experienced infant/toddler/preschool/Pre-K/School-age teacher. Assistants must be willing to do whatever it takes to develop and deliver a high quality education to all of our students. They must be comfortable in both a support and a lead role.

### **Essential Duties and Responsibilities**

1. Support the classroom teacher in implementing a developmentally appropriate curriculum for a group of students.
2. Lead large and small group activities.
3. Monitor and supervise all classroom and outdoor activities to assure a safe, healthy and inclusive environment for all children.
4. Collaborate daily with classroom teacher.
5. Serve as a substitute teacher or co-teacher for absent staff members.
6. Build strong relationships with students and families.
7. Hold high expectations for students, staff and families.
8. Participate actively in regular meetings and professional development.
9. Additional duties as assigned.

### **Periodic Duties**

1. Attends all Early Childhood staff meetings (Exact meeting dates and times TBA).
2. Attends all supervisory meetings, team planning meetings and curriculum meetings scheduled by the Early Childhood Director.
3. Attends and assists with the Preschool Graduation.
4. Maintains cleanliness in staff lounge.
5. Helps clean center at night by following the list of jobs to be done every day.

### **Minimum Position Requirements**

1. Ability to effectively interact and relate to children in a developmentally appropriate manner.
2. Must be sensitive to individual children's differences and needs, and be willing to adjust the program & curriculum to meet those individual needs.
3. Must be motivated to learn and grow in an educational environment; and be willing to continually increase knowledge in the field of Early Childhood Education.
4. Must be able to relate with and speak to parents in a respectful and courteous manner.
5. Must be willing to work in a team environment; be willing to share ideas & be open to other's ideas; be flexible & willing to compromise.