



JOB DESCRIPTION

ASSISTANT TEACHER

Under the supervision of the assigned teacher, the assistant teacher shall be responsible to:

1. Assist teacher in carrying out goals, policies, and activities designed to implement educational objectives and performance standards.
2. Assist with supervision of children at all times.
3. Assist in an equal share of joint housekeeping and class preparation, ordered arrangement, appearance, decor, and learning environment of the classroom in cooperation with other staff.
4. Assist teacher with collection and input of ongoing assessment documentation (anecdotal records, developing IEPs, CCPR's and performing daily health observations.)
5. Assist the teacher in developing and implementing daily and weekly lesson plans.
6. Assist in planning and carrying out open-ended activities for different levels of development and multicultural diversity of enrolled children.
7. Assist the teacher in maintaining effective communication with parents, including home visits for parent/teacher conferences.
8. Attend staff meetings and inservice training.
9. Assist with the recruitment effort.
10. Contribute to a healthy and successful nutrition program by eating center prepared meals with the children.
11. Other duties as assigned.

EMPLOYMENT STANDARDS

Required Education and Experience:

- High school graduate or equivalent.
- Minimum of 12 completed units in child development/ECE; (**must include child/human growth & development and child/family & community**) **AND** a state awarded child development associate teacher permit or higher. *Those hired without the permit must qualify for and apply within 60 days of hire, renew prior to expiration, and maintain active as a condition of employment.*
- Minimum of six (6) months of verifiable paid or volunteer work experience in a preschool instructional capacity.

Preferred Criteria: Associate degree or higher in child development/ECE or *related field may substitute for the required permit. **A degree in a related field must include the following courses: child/human growth & development and child/family & community. Related fields are defined as: Liberal arts, psychology, sociology, home economics, nutrition, special education, general education, human development or health education, and with coursework equivalent to a major in early childhood education.*

Assistant Teacher (continued)

Knowledge and Abilities: Requires ability to speak, read and write English fluently. Ability to effectively speak and read English/Spanish, English/Vietnamese or English/Chinese preferred. Sensitivity to needs of low-income population and to multicultural beliefs and practices. Ability to work with high risk families. Ability to maintain confidentiality. Flexibility and ability to work as a team member.

Physical Abilities: Ability to see at normal distance. Hear normal conversations and sounds. Physical ability to bend, squat, sit on floor, skip, run, and climb stairs, as part of daily center activities. Ability to safely lift or assist children weighing up to 40 pounds in emergency situations only. Use hands and fingers to fill out required forms on regular and NCR paper.

License or Other Requirements. Must submit to a job pertinent pre-employment agency paid physical examination, negative tuberculosis test and criminal record background checks. Must hold Infant First Aid and CPR certificate and renew upon every expiration. Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired. Possession of a valid California driver's license and automobile with appropriate insurance coverage is preferred but may be required depending on the needs of the department at the time of hire. Mandated reporter.