

## **Job Description - Early Childhood Assistant Teacher Fisher Island Day School, Inc.**

The Early Childhood Assistant Teacher reports to and works with the Early Childhood Lead Teacher and is under the supervision of the Head of School. The Early Childhood Assistant Teacher is responsible for:

- assisting the Lead Teacher with the general supervision and management of the class;
- helping plan and teach lessons; and
- working with individual and small groups of students.

### **Duties and Responsibilities**

In addition to the general duties and responsibilities set forth in the Faculty Handbook, the specific duties and responsibilities of the Early Childhood Assistant Teacher are set forth below:

1. Greets each child in a warm and friendly manner.
2. Assures for the health, welfare, and safety of the children.
3. Adapts to the diverse situations that arise in early childhood education.
4. Monitors each child's academic levels, strengths, and weaknesses.
5. Interacts with the children and encourages their involvement in activities.
6. Helps provide a warm, safe, and caring environment that is kept orderly, clean, and appealing. The environment should reflect the school's philosophy and allow each child to grow and to explore.
7. Ensures, in cooperation with the Lead Teacher, ensures the school's curriculum is incorporated into the daily and weekly lesson plans.
8. In consultation with the Lead Teacher, plans, prepares, and implements daily activities and learning centers (indoor/outdoor) as they relate to the curriculum.
9. Supervises the classroom when the Lead Teacher is out of the room.
10. Provides individualized and small group instruction to students.
11. Assists in maintaining proper discipline and assists students in developing self-discipline and a sense of responsibility.
12. Reports to the lead teacher, any problems which may occur with the children.
13. Provides overall supervision of toileting and bathroom time.
14. Participates in arrival/dismissal, playground, and snack time and lunchtime supervisory responsibilities.
15. Assists with the recording and maintaining of school, classroom, and students' information, such as attendance, student files, progress reports, lesson plans, curriculum development, collection of data, etc., including keeping records of all developing skills (physical, social, emotional, and cognitive).
16. Supports the development of a "portfolio" of each child's progress, including photographs, samples of their artwork, writing, etc.
17. Works with other staff members to form a positive, supportive team atmosphere.
18. Ensures confidentiality of privileged information.
19. Maintains adherence to all school policies and procedures, including any outside

- agency requirements (e.g. Florida Department of Children & Families).
20. Attends all faculty and team meetings (exact meeting dates and times TBD).
  21. Participates in parent orientation and open house activities.
  22. Attends and assists with the school functions, such as awards ceremonies, festivals, etc.
  23. Attends workshops, conferences, and any in-service training requested by the Head of School.
  24. Must work the days and hours to perform all assigned responsibilities and tasks, be punctual and timely in meeting all performance requirements, including but not limited to, attendance standards and work deadlines.
  25. Performs additional program duties as assigned by the Head of School.

### **Minimum Position Requirements**

1. A Bachelor's degree in field or related area, e.g. Early Childhood Education, Elementary Education, Psychology.
2. Two years previous experience working with early childhood students.
3. Successful completion of Florida Department of Law Enforcement (FDLE) Background Screening.
4. Ability to effectively interact and relate to children in a developmentally appropriate manner.
5. Sensitive to individual children's differences and needs, and be willing to adjust the program and curriculum to meet those individual needs.
6. Motivated to learn and grow in an educational environment; and be willing to continually increase knowledge in the field of Early Childhood Education.
7. Willing to take direction from and work with the Early Childhood Lead Teacher.
8. Ability to communicate effectively, both in writing and orally.
9. Some fluency in Spanish a plus.

### **Special Requirements and Physical Demands**

1. Regular to frequent requirement, and as needed, to lift children (up to 45 lbs.), including bending, stooping, stretching, squatting, pushing and pulling, and sitting and walking.
2. Noise level can be moderate to loud.

### **School Year/Faculty Hours**

The school year includes approximately 178 days of instruction for students and approximately 212 days of employment. The assistant teacher workday is 8:00 a.m. – 4:00 p.m.

Please send your resume to Ms. Mollie Small, Assistant Head of School at [msmall@fids.org](mailto:msmall@fids.org)