



**MENLO PARK CITY SCHOOL DISTRICT  
ASSISTANT TEACHER, EARLY LEARNING CENTER  
JOB DESCRIPTION**

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**TITLE:** Assistant Teacher, Early Learning Center

**DEPARTMENT/SITE:** Early Learning Center

**REPORTS TO:** Lead Teacher

**SALARY:** Refer to ELC Teacher Salary Schedule

**CLASSIFICATION:** Unrepresented Certificated  
days

**WORK YEAR:** 202

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**GENERAL SCOPE:**

The Menlo Park City School District, a small, well-resourced and diverse K-8 school district in the heart of Silicon Valley, is designed to inspire the next generation of thinkers and leaders. If you desire to work collaboratively to create, safe, and innovative environment, then MPCSD may be for you! Want to know more about how we are changing the world? We encourage you to read our [Strategic Directions](#) available on our district website.

Under the direction of the Lead Teacher, assists the teaching team in creating a safe, welcoming and stimulating educational environment for children ages 3-5 and their families. Serve as the classroom's teacher when the Lead Teacher is not present.

Assistant Teachers develop supportive relationships with children that foster positive social-emotional development and set the stage for children to learn and grow in all areas of their development. Assistant Teachers observe and are attuned to children's emerging interests and support the Lead Teacher in creating learning environments and curriculum that extend children's curiosity, increase their knowledge and develop new skills.

Work requires independent judgment and initiative.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

- Speak and engage in a professional manner with staff, children, parents and visitors at all times.
- Contribute to the professional community by engaging fully in staff meetings, seminars, training events, celebrations, etc. and work constructively with ELC staff to solve problems that arise, offer support and provide constructive feedback.
- Continually increase knowledge about early childhood education through publications, coursework, conferences, etc.
- Abide by the ethical standards of the National Association for the Education of Young Children.



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- In collaboration with the Lead Teacher, plan and create learning environments that provide rich opportunities for children to develop skills in early-literacy, mathematical concepts, science, art, physical development, etc.
- Plan and lead circle times, small groups, and large group activities.
- Serve as the teacher when the Lead Teacher is not present.
- Assist teachers and children in daily routines.
- Provide supportive, culturally relevant education and care to all children, including English Language Learners and children with special needs without bias or favoritism.
- Participate in mealtimes and help with dressing, toileting, etc. as needed.
- Communicate concerns about possible developmental delays with the Lead Teacher.
- Document children's activities through written observations and photographs for use in communication with families, on the web, and in children's portfolios.
- Support the lead teacher in creating a developmental portfolio for each child.
- Follow District and Community Care Licensing guidelines to submit incident reports when a child is injured, in collaboration with Lead Teacher.
- Speak with families about their children in a respectful, culturally responsive, honest, sensitive, and confidential manner.
- Strive to understand and respond supportively to family values, needs, and concerns.
- Prepare, set up and clean up meals, snacks and curriculum activities.
- Monitor classrooms, playgrounds, bathrooms and shared areas for safety and cleanliness.
- Keep Lead Teacher informed of needed supplies for the classroom and playgrounds.
- Other duties as assigned.

**PHYSICAL DEMANDS**

- Ability to bend, kneel, sit on the floor and interact with small children.
- Lift and hold children up to 40 pounds.
- Lift equipment up to 20 pounds and put away toys.
- Ability to maintain stamina for long days with children.
- Works both indoors and outdoors in children's play areas – may be during cold or rainy weather.

**QUALIFICATIONS AND EXPERIENCE:**

- Must be at least 18 years old.
- Minimum 1 year working in a preschool setting.
- All required district trainings, e.g. mandated reporter, health and safety, sexual harassment (to be provided by MPCSD) and participation in professional development and training, as required by ELC.
- Successful passage of physical exam, including TB test, and criminal background fingerprint screening.
- Bilingual Spanish preferred.



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**EDUCATION, LICENCES, AND CERTIFICATES:**

- Be eligible to apply for or currently hold an Associate Teacher [Child Development Permit](#) or higher from the Commission on Teacher Credentialing within 1 month of hire.
- Associate's degree or equivalent preferred, plus 12 units in Early Childhood Education (ECE). Continued coursework preferred up to 24 units ECE.
- Valid certification of CPR and First Aid (will be provided by MPCSD if not already certified).