



Job Description

Early Childhood Education Associate Teacher

Summary:

Under the supervision of the State Preschool Classroom Teacher and Director of Early Childhood Education, the Associate Teacher will assist in the supervision of preschool age students and the implementation of the preschool educational program. The Associate Teacher will support the Classroom Teacher with recording child observations, planning, and supervising classroom aides. In the absence of the classroom teacher, the Associate Teacher will assume the responsibility of the Classroom Teacher.

Essential Job Functions:

- Assist teacher in planning and preparing classroom lesson plans.
- Assist with learning experiences that will further physical skills, enhance language ability, guide social development, foster emotional development and develop creative abilities.
- Assist with the implementation of emergency procedures and first aid for the purpose of meeting immediate health care and safety needs of children.
- Monitor and maintain anecdotal notes of the individual progress of children.
- Work with parents/guardians and volunteers as they assist children in the classroom.
- Maintain child care facilities to ensure a sanitary and safe environment for preschool aged children by adhering to all district health and safety procedures and complying with all provisions of State as outlined in California code of Regulations Title 5 and Title 22.
- Assist children with washing, toileting and personal care.
- Assists students in family style meals including serving and cleanup.
- Report cleaning, health, or safety concerns to teacher/and or director.
- Assist teacher in actively supervising children in all indoor and outdoor activities.
- Attend all in-service training and staff meetings as assigned.
- Maintain confidentiality relating to all aspects of the program and the children.
- Additional related duties may be assigned.

Essential Job Requirements-Qualifications:

Skills, knowledge and/or abilities Required:

- Knowledge of and ability to implement early education curriculum, best practices, techniques and inclusion.
- Understanding of State licensing regulations regarding child care centers, record-keeping techniques, first aid, infant-child CPR, blood borne pathogens and related workplace sanitation procedures.
- Knowledge of basic computer programs for attendance reconciliation, child assessment, classifying data, and other related activities.

Experience and Education:

- Minimum of two school years experience as an instructional assistant or aide.
- An Associate's degree from an accredited college/university including completion of 24 semester units of early childhood/child development education.

Certificates/Credentials/Licenses:

- Possession of a current California Child Development Teacher Permit.
- Physician's Statement of Good Health.
- TB clearance.
- Proof of Measles, Pertussis, and flu vaccinations.
- FBI & DOJ Fingerprint clearance.
- First Aid certificate.
- Infant/Child CPR certificate.

Physical Demands and Working Conditions:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Vision which allows accurate observation from a distance.
- Able to conduct verbal conversation.
- Able to hear normal range verbal conversation (approximately 60 decibels).
- Able to sit, stand, stoop, kneel, bend and walk.
- Able to sit for sustained periods of time.
- Able to kneel or squat for extended periods of time.
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up to 35 lbs frequently, and 50 pounds occasionally.
- Able to carry up to 35 lbs frequently, and 50 pounds occasionally.
- Able to push and pull objects weighing up to 35 pounds.
- Able to sustain strenuous manual labor for 1.5 hours.
- Able to exhibit full range of motion of neck, shoulders, arms, back, and legs
- Able to demonstrate manual dexterity necessary to operate classroom equipment in a safe and efficient manner.