



St. Helens School District
St. Helens, OR
Job Description

Preschool Assistant Teacher

Job Title: Preschool Assistant Teacher
Reports To: Preschool Teacher
FLSA Status: Non-Exempt

JOB SUMMARY

To work with Preschool students aged 3-5 and their families within the St Helens Early Learning Center. To provide a positive role model and demonstrate knowledge in developmentally appropriate practices, lesson planning, and child care.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Plan, implement and supervise the program of activities.
 2. Ensure appropriateness of program activities according to age, interests and developmental level of the children.
 3. Be authorized, able and available to correct deficiencies that might be an immediate threat to children's health and safety.
 4. Demonstrate appropriate record keeping and documentation skills.
 5. Responsible for a designated group of children.
 6. Communicate effectively with parents.
 7. Monitor child safety at all times.
 8. Follow all procedures and guidelines set up by the center and the school district.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assists office staff and teachers as necessary including answering telephones, routing telephone calls or messages to appropriate staff and operating general office machinery including photocopy machine, computer and fax machine.
2. Evaluates student injuries, determines course of action, performs minor first aid in compliance with District policy(ies) and completes required paperwork in a timely fashion.
3. Washes and dries children's clothing as needed.
4. Washes dishes and toys and sanitizes desks, tables, straws, oral motor equipment and other items as directed.
5. Schedules IEP and other meetings, if directed by the teacher.
6. Inventories, orders and stocks supplies.

7. Files documents and records according to predetermined classifications, maintaining alphabetical index and cross references files.
8. Attends in-service training.
9. Attends staff meetings.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

1. Must be 18 or older with a high school diploma or GED.
2. Must have a background and/or training in child care, knowledge of child development or early childhood education by meeting one of the education qualification requirements listed below:
3. AA/AS degree from a college with a major in Early childhood education or child development
4. Have a one-year state or nationally recognized credential related to preschool care.
5. Completion of 20 credits (semester system) or 30 credits (quarter system) of training at a college or university in Early childhood education or child development
6. Must have at least one year of “qualifying teaching experience” in a certified child care center or comparable group care center with preschool age children (3-5 years). “Qualifying Teaching Experience” One year of experience is defined as 1500 hours gained with a group of children of the same age in at least 3 hour blocks, within a 36 month period. There is no time limit on experience as long as it can be documented. The definition of “same age group” is infant and toddlers combined.
7. Willingness to work under the direction of the elementary principal and the Early Childhood Education Coordinator.
8. Must be currently enrolled in Central Background Registry.
9. Record keeping and housekeeping skills.
10. Willingness to learn new job related skills.
11. Have competence, sound judgment and self-control when working with children, students and adults.
12. Be mentally, physically and emotionally capable of performing assigned duties related to child care.
13. Maintain a First Aid, Infant CPR, Food Handler’s card and be enrolled in the Criminal History Registry.
14. Must be willing to complete 2 hours of training in Child Abuse and Neglect issues.
15. Willingness to participate in at least 24 clock hours of training or education related to child care yearly as outlined in the state certification guidelines. 8 of which must be related to Child Development.
16. Must be willing to complete annual training required by the School District.
17. Ability to follow oral and written instructions.
18. Ability to locate materials for instruction.
19. Basic understanding of math and language skill
20. Must be step 7 in the Oregon registry online.

SALARY

As negotiated in the OSEA agreement.

EVALUATION

In accordance with negotiated OSEA agreement and district policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In an eight hour day the employee may:

- Stand/sit/walk 1 – 8 hours
- Bend, kneel, squat, twist 1 – 4 hours

Employee may need to occasionally:

- Push and pull or both
- Lift up to a 50 pounds
- Listen to loud noises

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 06/2023

I have read and understand this job description.

Signature: _____

Date: _____