

ASSISTANT TEACHER

Basic function

Assist Associate Teacher and/or Site Supervisor Lead Teacher in implementing a part-day, part-year early care and education instructional program for children. Provide direct care, support, and learning instruction for enrolled children under the direction of the Associate Teacher and/or Site Supervisor.

Supervision

Directly responsible to the program Administrator, and/or Coordinator, Early Care and Education.

Representative duties

- Assist Associate Teacher and/or Site Supervisor with the implementation of a developmentally appropriate early learning program to ensure that the cognitive, physical, social emotional, creative, and educational needs of students are met.
- Assist with implementing developmentally appropriate curriculum and learning activities based on student need, interest, and ability.
- Assist Associate Teacher and/or Site Supervisor with organizing and preparing materials for children's activities.
- Assist with large and small group and individually planned learning activities, including reading stories, basic arts and crafts, individual and group play, games, and other developmentally appropriate activities.
- Assist in maintaining order and a positive learning environment through appropriate positive behavior intervention strategies.
- Provide individual and special attention to children and respond appropriately to their individual needs, characteristics, and developmental levels.
- Assist Associate Teacher and/or Site Supervisor in preparing developmental profiles and maintaining current student portfolio and classroom records.
- Assist with providing parents with information regarding developmentally appropriate practices in areas such as nutrition, hygiene, parenting skills, child development, and learning activities, as directed.
- Communicate daily with parents regarding children's experiences and encourage them to take an active role in their child's education, growth, and development.
- Assist with providing support and guidance to parent volunteers and student parents, as assigned.
- Provide personal hygiene assistance to children, including changing diapers and assisting with sanitation and oral hygiene such as teeth brushing.
- Assist with feeding children.
- Report any signs of illness or distress observed in children to the Associate Teacher, Site Supervisor, or appropriate staff.
- Assist in maintaining rooms and learning environments in a sanitary, safe, orderly, and aesthetically pleasing manner.

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- Assist with cleaning and disinfecting cribs, furniture, toys, equipment, and other surfaces as assigned.
- Support Associate Teacher and/or Site Supervisor in preparing and maintaining the outdoor classroom.
- Assist with activities that support the operation of the childcare and adult food program.
- Regularly participate in assigned site staff meetings.
- Attend ECE program staff meetings, in-service trainings, workshops, and early care and education functions.
- Follow the objectives of ECE program policies, including, but not limited to, caring for classroom pets and gardening to maintain the outdoor classroom.
- Perform other duties as assigned.

Qualifications

Possession of or eligibility to obtain a valid California Child Development Assistant Permit. Experience and/or training appropriate to fulfill requirements of the position. Infant/toddler/preschool training and experience preferred.

Licenses and certificates

Possession of a valid California Driver's License if required by the duties of the assignment.

Physical requirements

Ability to move quickly, bend, squat, kneel, and sit on the floor. Ability to lift and carry moderate weight (up to 40 lbs.), depending on the task assigned.

Working conditions

Work is performed in a classroom, office, and intermittent outdoor environments where minimal health and safety concerns exist.