



Assistant Teacher

Job Summary

Under the direction of the lead teacher, assists in the daily management and supervision of the classroom and children.

Primary Duties and Responsibilities

Education and Curriculum

- Assists in implementing curriculum activities and lesson plans. Follows program schedule for the classroom, outdoor time, meals, snacks and special activities.
- Uses positive guidance techniques consistent with state licensing regulations; counsels children when social, academic or adjustment problems arise.
- Keeps accurate and current records of each child's developmental milestones, student accidents, anecdotal notes, and attendance.
- Under the direction of the lead teacher, helps to establish developmentally appropriate room arrangement, décor, and learning environment in the classroom, consistent with the program's philosophy and goals.
- Provides daily written communication to parents of infants, toddlers, and two-year-olds. For other age groups, ensures that daily list of activities is posted for parents. Assists in maintaining classroom bulletin boards.
- Has working knowledge of Texas Minimum Standards as they pertain to center operations.

Interactions with Parents, Staff and Supervisor



- Interacts professionally with current and prospective families.
- Maintains appropriate primary caregiver groups.
- Observes, records, and reports to lead teacher any needed repairs to the building, play area, equipment or toys throughout the facility. Ensures that children are not exposed to equipment or situations that could affect their health and safety.
- Accepts temporary work assignments in the event regularly scheduled staff is not available, such as taking full responsibility of the classroom in the absence of the lead teacher. May write, submit, and implement a lesson plan. May also answer phones, cook, clean, and organize as needs of the program dictate.

Health and Safety

- Implements appropriate emergency procedures in the event of fire, tornado, chemical leak, or other emergency situation.
- Administers CPR/First aid or other appropriate emergency procedures in the event of serious student accidents or emergencies.
- Properly maintains educational materials and equipment, ensures that children are using equipment in an appropriate manner.
- Keeps classroom and other play areas safe, neat and clean.

Reporting Relationship

The assistant Teacher reports directly to the Director; he/she also takes day-to-day direction and instruction from the Lead Teacher in the classroom.

Qualifications



Tiny Tot Learning Center
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The assistant teacher qualifications must meet or exceed state licensing requirements for age, education, and experience. Previous work experience is preferred.

Must be able to repeatedly bend, stoop and run; must repeatedly lift and carry children. Must be able to effectively interact and communicate with children and parents.

The assistant teacher may be required to drive a program vehicle.

The assistant teacher is required to maintain at least 24 hours of training per year.