



## **JOB DESCRIPTION – Assistant Teacher**

### **GENERAL DESCRIPTION:**

Assistant teachers are expected to assist Lead Teachers in supervising and guiding the growth and development of the children as they learn in an environment of discovery and play.

### **QUALIFICATIONS:**

- High school graduate or equivalent or four years of training or experience in a childcare program
- level 2 background screening
- 45 childcare hours required from DCF (must complete within 90 days of employment)
- First Aid & CPR Certification (must complete within 90 days of employment)
- Fire Extinguisher Training & Safe Sleep/Shaken Baby Syndrome Training (must complete within 30 days of employment)
- All childcare personnel are required to complete 10 hours of annual in-service

### **COVID-19 REQUIREMENTS:**

- Temperature checks
- Hand sanitization
- Mandatory masks for all staff
- Encouraging children to wear masks

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Have a passion for teaching and working with children
- Ability to multi-task and work in a fast-paced environment
- Create a fun and interactive environment for children to discover and play
- Implement developmentally appropriate activities in accordance with curriculum objectives
- Maintain a safe and healthy environment while following the classroom schedule
- Instruct children in health and personal habits such as eating, resting, and toilet habits.
- Dress children/change diapers when needed
- Assist in preparing food for children and serve meals and refreshments to children
- Set up and clean up rest mats for naptime
- Use our guidance policy to direct children in controlling behaviors and emotions
- Observe and monitor children's play activities and developmental milestones by updating child assessment tool, known as Brightwheel

- Identify signs of emotional or developmental concerns in children and bring them to parents' or guardians' attention.
- Maintain daily open communication with parents and staff
- Organize and store toys and materials to ensure order in activity areas.
- Maintain confidentiality
- Inspect toys and equipment for damaged or lost materials
- Attend inservice and staff meetings

**REPORTS TO:**

Preschool Director

**SCHEDULE:**

Full-Time, Monday through Friday, 8-hour shift

**BENEFITS:**

All full-time employees with three months full-time service will receive full pay for:

- Holiday Closings Pay
- Birthday Pay
- Personal Time Off
- Advancement and promotional opportunities.
- Discounted staff childcare.
- Consistent coaching, trainings, and support.
- The opportunity to develop to your fullest potential.
- The opportunity to make a difference in the lives of children and their families.
- Fun and rewarding work environment.