



Assistant Teacher

As of: July 1, 2006

Status: Non Exempt-Hourly

Reports To: Center Director

PRIMARY FUNCTION:

Assists with daily planning and supervision of children as directed by the teacher.

ESSENTIAL FUNCTIONS:

- Provide quality child care in a warm and nurturing atmosphere.
- Offer developmentally appropriate activities in small and large group settings designed to enhance the social, emotional, intellectual, language, and physical development of each child served.
- Ability to work independently with children.
- Develop children's interests, abilities and coordination using creative activities such as art, music and sport.
- Develop and maintain good working habits and discipline in classrooms
- Carry out administrative duties
- Supervise students during classes and at other times in the school day, including in the playground during breaks
- Attend staff meetings and other training and development sessions

WORKING ENVIRONMENT:

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. This position may require lifting up to 20lbs. Repetitious computer keyboard usage as well as classroom facilitation. While performing the duties of this position, the employee is subject to a typical in door office environment and is rarely exposed to outside weather conditions.

TRAINING TO BE PROVIDED:

The center will encourage attendance at seminars and other training opportunities as needed.

PRE-EMPLOYMENT REQUIREMENTS:

The successful employee will have the ability to manage multiple tasks in a fast paced early childhood environment with a high level of professionalism. An assistant director should demonstrate high personal integrity and demonstrate ethical and professional conduct.

PREFERRED EQUIPMENT EXPERIENCE:

Computer skills (MS Office, Outlook)

APTITUDES PREFERRED:

Excellent grammar, verbal, and writing skills. High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities. Excellent interpersonal abilities; ability to get along with diverse personalities; tactful, mature, and flexible. Good reasoning abilities and sound judgment. Resourceful, well organized, highly dependable, efficient and detailed oriented. Ability to establish credibility and be decisive, but be able to recognize and support the organization's preferences and priorities. Service oriented, but assertive.

ACKNOWLEDGEMENT

I have read the above and understand my job responsibilities. I also understand that nothing in this job description restricts my supervisor's right to assign or reassign duties and/or responsibilities to this job at anytime.

Employee Signature

Date