

JOB DESCRIPTION

ASSISTANT TEACHER

Salary Range: \$6.25-\$8.00 per hour.

Hours: 6:15 AM – 6:15 PM Assigned hours will vary.

Qualifications: High school diploma or equivalent, experience working with preschool children in a group setting. Must have received, be in the process of receiving or willing to receive some classroom training in the education and development of young children. Must relate well with children, have warm and friendly personality, and be able to work in harmony with other staff members. Must be willing to fulfill responsibilities in accordance with the center's philosophy.

Responsibilities: Will include but not be limited to:

1. Assisting the teacher in planning and implementing the daily program, including the following:
 - a. Treating each child with dignity and respect.
 - b. Recognizing and considering the individual needs of each child in relation to cultural and socio-economic background, disabilities, special talents and interests, style and pace of learning.
 - c. Helping children learn to think creatively, to solve problems independently, and to respect themselves and others.
2. Supervising the classroom, according to the plans of the teacher when the teacher is out of the room.
3. Helping with meals and preparation of snacks.
4. Assisting the teacher in other appropriate ways.
5. Maintaining a professional attitude, behavior, and dress at all times while on duty. This includes using the proper channels to air problems and complaints.
6. Participating in professional organizations that work for the improvement of early childhood education.
7. Maintaining strict confidentiality regarding children and their families.
8. Generally promoting a good rapport among staff members.
9. Sharing with the teacher the responsibility of maintaining a clean room.
10. Attending outside workshops when appropriate.

General Expectations:

1. Follow personnel policies of the center.
2. Maintain a neat appearance.
3. Report problems promptly to the teacher.
4. Come into the center rested and able to deal with the demands of children.