



# Assistant Teacher

## Professional Commitment

This position requires rotating opening and closing hours.

This person is responsible for assisting with, and learning the classroom routine. This person will be working under the guidance of a Teacher or Head Teacher while obtaining their entry level education. Licensing requires that your initial education must be completed within 6 months of hire to remain eligible to work at CLC in this capacity

## Educational Qualifications

1. Must obtain initial education for licensing within 6 months of start date.
2. Must complete, maintain and pass all licensing requirements

## Interpersonal Skills

1. This person needs to be emotionally mature to stay calm and handle stressful and emergency situations in a professional manner.
2. Capable of providing a nurturing, safe and loving environment for children and families.
3. Capable of providing a nurturing, cooperative, mentoring relationship with other staff.
4. Able to communicate in a professional manner with other staff and parents
5. Have a sense of humor in dealing with daily stress of children and meeting parents needs

## Organizational Skills

1. Must be able to assist in keeping the room, children, yourself and others organized
2. Help obtain the necessary equipment and supplies as directed by the Head Teacher
3. Be aware that there may be medications and other health concerns for the children
4. Notify the Teacher of any injury or incident so a report can be completed for the parent.
5. Conserve and recycle supplies
6. Keep classroom, closets & storage areas, neat, clean and organized
7. Follow through with the list of projects & duties each day/week
8. Make yourself familiar with the requirements for food service meal requirements
9. Know the names of the children that you are responsible for
10. Familiarize yourself with the emergency information and schedules for children
11. Assist in preparing appropriate materials in advance and organize them in the classroom
12. Assist with projects that document children's progress
13. Familiarize yourself with monthly calendars, lesson plans and activities

## Team Work

1. Work cooperatively and take instructions and constructive criticism from staff working with you.
2. Must be able to follow directions from others, and complete routine assignments
3. Use professional conversation with other staff, parents and children
4. Contribute to staff/building meetings
5. Notify the teacher of low supplies before they are completely gone.
6. Ask for help or clarification to prevent making mistakes
7. Comply with Handbook policies and procedures

**Health & Safety**

1. Practice safety and health policies & procedures
2. Understand USDA meal service and food requirements and assure that requirements and procedures are followed at meal service times.
3. Maintain a hazard free environment inside and outside
4. Report child abuse to authorities
5. Assure that the daily cleaning schedule is completed each day

**Classroom & Curriculum**

1. Assist with providing developmentally appropriate theme and skill based lesson plans
2. Use WMELS and Creative Curriculum developmental theory to organize the daily activities & classroom
3. Assist with lesson planning to meet WMELS and Creative Curriculum goals
4. Assist with the set-up of learning centers with materials to reflect themes and skill development.
5. Assist with obtaining equipment to keep the room child centered with hands on activities
6. Familiarize yourself with community resources to supplement the themes and lesson plans
7. Familiarize yourself with behavior modification plans to help children have a positive learning experience
8. Assist with the classroom routine by reading books, playing music and using materials for group time.
9. Use redirection plans for children to encourage self-discipline
10. Sit & eat with children modeling and encouraging good table manners
11. Assist with updating classroom displays to reflect children's learning experience
12. Respond appropriately to children's daily needs and encourage self-help skills
13. Anticipate and respond appropriately to children's needs

**Parents**

1. Greet Parents and children.
2. Communicate with parents to help them understand their child's daily needs
3. Welcome parents as partners in educating their child through field trips and volunteer activities
4. Anticipate and respond to parents needs

**Children**

1. Follow through with behavior modification plans with children
2. Bring developmental concerns to the attention of the head teacher
3. Follow through with redirection plans for children

**Licensing Compliance**

1. Remind Teacher of medication time lines if applicable. Do not administer any medication.
2. Complete incident reports, have a teacher check them, and give copy to parents to sign.
3. Know the location of emergency information for children and staff
4. Know the names and whereabouts of children in your care at all times.
5. Familiarize yourself with licensing rules and regulations

I understand the job description and agree to perform the job duties.

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Staff name

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Date