



## **Pre-School Assistant Teacher Job Description**

### **Job Summary**

Helps plans and implement the daily curriculum for children in the classroom. Oversees and coordinates the children's personal care, hygiene, learning activities, specialized programs and positive guidance. Maintains classroom records and developmental checklist. Ensures that classroom and other play areas are consistently clean and safe. Informs parents of their children's progress on a daily basis, as needed. Keeps director informed on a timely basis of pertinent issues regarding staff, children, families, and the program.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### **Education and Curriculum**

- Helps plans and implement curriculum activities and lesson plans that promote children's social, emotional, physical, and cognitive development. Implements program schedule for the classroom, outdoor time, meals, snacks, and specials activities.
- Uses positive guidance techniques consistent with state regulations, counsels children when social, academic, or adjustment problems arise
- Keeps accurate and current records of each child's developmental milestones, student accidents, anecdotal records, and attendance.
- Ensures that daily list of activities is posted for parents. Maintains classroom bulletin boards.
- Aid in the planning and execution of the graduation ceremony.
- Has strong working knowledge of Texas Minimum Standards as they pertain to center operations.

#### **Interactions with Parents, Staff, and Director**

- Meets with prospective families and communicates appropriately with potential new customers.
- Assists in training new staff and familiarizing them with program practices, forms, and schedules.
- Observes, records, and reports to director any significant behavior of children or staff that could adversely affect the quality of care provided.
- Actively participates in center events, staff training sessions, meetings, and programs.
- Immediately notifies director of 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 or safety.
- Accepts temporary work assignments in the event regularly scheduled staff is not available, such as lead teacher, answering phones, driving, and assisting in management of the program.

#### **Health and Safety**

- Implements appropriate emergency procedures in the event of fire, tornado, chemical leak, or other emergency situations.

- 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 Relationships**

The assistant teacher reports directly to the director, he/she also takes direction from the lead teacher and other center management personnel.

**Qualifications**

The assistant teacher must meet or exceed state licensing requirements for age, education, and experience. Must have at least 1 year experience working in early education. A Bachelor's degree in Early Childhood Education, Associate's degree in Early Childhood Education, or a CDA is required.

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.

An assistant teacher must maintain at least 24 hours of training each year.