

Assistant Teacher Job Description

Responsible for consistently meeting Assistant Teacher responsibilities and supporting Director in meeting Tots Unlimited expectations. Assist Teacher in the classroom in teaching, monitoring, and supervising students. Maintain and foster positive and constructive educationally focused interaction with the students and assist in maintaining a safe and clean environment. Assist with other duties as needed: may include food preparation, van chauffeuring, answering the phone and responding to parent questions. Participates in special events and training.

EDUCATION / WORK EXPERIENCE REQUIREMENTS:

An assistant teacher-caregiver is **16 years of age** or older and provides the licensee with written documentation of **one** of the following:

- ★ Current and continuous enrollment in high school or a high school equivalency class,
- ★ High school or high school equivalency diploma,
- ★ Enrollment with a STRIVE program, or
- ★ Enrollment in vocational rehabilitation as defined in A.R.S. § 23-501(8).

ABILITIES AND SKILLS:

- ★ Work independently with moderate supervision
- ★ Flexible/adaptable to constant change
- ★ Strong tact and diplomacy; interacts with and works cooperatively with students, parents and Montessori Staff
- ★ Ability to plan work and carry out plans of others
- ★ Ability to communicate effectively orally and in writing

RESPONSIBILITIES AND DUTIES

- ★ Maintain constant supervision of students in care; attend to students in distress. Supervise all activities to ensure proper participation and safety.
- ★ Use appropriate positive guidance techniques with students.
- ★ Consistently strive to foster the education of students. Provide identifiable activity routines for the students and facilitate activity “transitions”.
- ★ Ensure that the Tots Unlimited **“Commitment to Quality”** is maintained at all times.
- ★ Be familiar with and help to implement lesson plans based on prescribed educationally focused curriculum.
- ★ Interact with the students in a friendly and supportive manner using student’s names with appropriate tone of voice.
- ★ Follow policy and procedures for all of the student’s activities and follow all regulatory agency standards.
- ★ Report to the Director any signs of illness, injury or abuse of students. Take appropriate action in any emergency situation.
- ★ Recognize and respect appropriate parent/student confidentiality.
- ★ Maintain sanitary standards for self and students.
- ★ Interact with parents in positive, friendly manner and assist them.
- ★ Set an example for students by using appropriate language, hygiene, social skills, etc.
- ★ Consistently and regularly attend work as scheduled.
- ★ Answer telephone; maintain files for parents and students; run errands; and other duties as assigned by the Director or the Lead Teacher.
- ★ Assist with facility clean-up and maintenance as assigned, both interior and exterior.
- ★ Attend scheduled Staff meetings, workshops, open houses and parent events as requested.
- ★ Must obtain minimum number of training hours mandated by licensing requirements.