



## ASSISTANT TEACHER JOB DESCRIPTION

### General Responsibilities:

Under the general supervision of an Early Childhood Educator/Special Educator, teach and provide developmentally appropriate educational opportunities for children in a preschool classroom setting while maintaining a structured and developmentally appropriate learning environment for children three to five years of age.

### Classroom Supervisor:

Early Childhood Educator (ECE) or Early Childhood Special Educator (ECSE)

### Administrative Supervisor:

Director of Education/Program Director

### Minimum Educational/Certification Qualifications:

High school diploma or equivalent is required. Experience and/or training in an Early Intervention, Child Care or Preschool Program is preferred.

### Essential Duties:

- Responsible for the safety of each child assigned to the classroom during the entire time that the child is "signed in" to the classroom by ensuring that each child remains in the care, custody, and control of the teaching team members at all times unless the child is "signed out" of class by another authorized adult.
- Assume the lead teacher role in the classroom in the absence of the ECE/ECSE.
- Supervise children and provide developmentally appropriate activities dependent upon each child's needs, under the management of an ECE/ECSE in a structured learning environment.
- Support the required program documentation and manage multiple priorities associated with the requirements of the job while maintaining an effective and efficient work schedule.
- Support the implementation and required documentation for the specified curriculum assessment system for the program within the designated time frames.
- Responsible for learning and following the rules and regulations governing services to children with disabilities according to the Individuals with Disabilities Education Act (IDEA).
- Administer informal assessments.
- Demonstrate effective and appropriate behavior management techniques and strategies when working with children.
- Implement developmentally appropriate lesson plans and behavior programs along with fulfilling specified tasks as required/designated by the ECE/ECSE.
- Obtain and prepare necessary supplies and materials for classroom activities.
- Maintain and support the standards of the NAEYC Accreditation Guidelines and Requirements.
- Must help to maintain a safe and clean classroom environment.

**Essential Duties (cont.):**

- Provide coverage for bus assistant position as needed. *(Unless declared exempt from this function due to medical reasons as noted by a doctor.) Please read the attached Transportation Procedures document.*
- Must attend staff meetings, team meetings, trainings, and other required meetings on time and as scheduled.
- Must be willing to advance knowledge in the field of Early Childhood through trainings for Child Development Associate and/or professional development.
- Respect the cultural diversity and dignity of others and treat them with fairness and courtesy.
- Must follow all policies and procedures of CDC.
- Must be willing to perform other duties as assigned.

**Skills Required:**

- Must be reliable, organized, and detail oriented.
- Ability to learn new procedures, laws, and software, as needed.
- Ability to work in a collaborative work environment.
- Must maintain a high level of confidentiality relative to all matters at CDC.
- Ability to interact in a positive and effective manner with a wide variety of people including children, parents, families, staff members, and community members in order to promote positive relationships within the work setting and community.
- Ability to multi-task and manage large and small projects without supervision.
- Represent CDC in a professional manner.

**Physical/Environmental Requirements:**

- Must be able to work in a variety of positions, including but not limited to: stooping, kneeling, crouching, crawling, reaching, sitting, etc.
- Must be able to lift 35 lbs. unassisted.
- Must be able to tolerate air conditioned buildings and fluorescent lights.
- Must be able to work effectively in a stressful environment.
- Must be able to hear and process ordinary conversation, telephone conversation, and quiet sounds with or without aid.
- Must be able and willing to drive to meet job requirements.
- Must be able to operate and use equipment necessary to perform essential functions of the job.

**THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE POSITION. IN OTHER WORDS, YOU MUST BE ABLE TO MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE POSITION.**

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**Acknowledgement of job requirements:**

I have read and understand the requirements and essential job duties of the Assistant Teacher. I am able to perform the essential duties of the position, as defined above, without presenting a danger to either myself or others with or without reasonable accommodations. I understand that this document does not change the at-will nature of my employment. I may terminate my employment for any reason, at any time, and CDC may do the same. CDC is an equal employment opportunity employer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_



- 1. Live Each Day with Courage 2. Take Pride in Your Work 3. Always Finish What You Start  
4. Do What Has to Be Done 5. Be Tough, But Fair 6. When You Make a Promise, Keep It 7. Ride for the Brand**