



JOB DESCRIPTION - ASSISTANT TEACHER

QUALIFICATIONS

Must be at least eighteen years of age, in the process of becoming professionally prepared to be a teacher of young children, and meet the requirements of the licensing agency. Must be able to relate well to children, and be willing to fulfill responsibilities in accordance with the Center's program and philosophy.

RESPONSIBILITIES

Responsibilities will include, but will not be limited to, the following

- Assist in planning and implementing the daily program.
- Assist in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Supervise the classroom.
- Help with the general housekeeping tasks.
- Assist the Lead Teacher in other ways as requested.
- Maintain a professional attitude and loyalty to the Center at all times.
- Treat all children with dignity and respect.
- Attend all staff meetings and recommended training programs and conferences.
- Participate in professional organizations that work for the improvement of early childhood education.
- Assist with implementation of appropriate early childhood education experiences.
- Help to supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of children enrolled at the Center.
- Help to maintain a neat and organized classroom.
- Help children establish good habits of personal hygiene; change diapers and assist with toilet training.
- Attend Parent/guardian/ group and Center functions.
- Supervise all activities to ensure safety at all times.
- Report any problem which may occur with the children.
- Observe, record, and report on the behavior of individual children as assigned.

Employee Signature _____ Date _____