

EARLY EDUCATION SERVICES

JOB DESCRIPTION

TITLE: **Assistant Teacher**

STATUS: Non-Exempt Employee

RESPONSIBLE TO: **Classroom Lead Teacher**

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions:

- Participates in the planning and implementation of the curriculum according to Creative Curriculum and the Pyramid Model approach with guidance from the lead teacher. Uses Vermont Early Learning Standards and Head Start Early Learning Foundations to inform curriculum and individual learning plans.
- Helps to assure completion of developmental screenings, on-going assessments, curriculum plans, Individual Learning Plans, home visits/family conferences and on-going family communication under the direction of the Lead Teacher.
- Actively supervises and assures safety of all children at all times.
- Communicates with other service providers (i.e. EI, EEE, HCRS-Mental Health), observes, participates and implements interventions as recommended.
- Helps maintain classroom health and safety standards in accordance with State and Federal regulations.
- Maintains regular attendance at job in order to maintain the quality programming for children that is supported by consistent staffing.
- Maintains CPR and First Aid certification.
- Attends at least 15 hours of professional development training hours per year.

- Creates and regularly updates IPDP.

NON-ESSENTIAL FUNCTIONS:

- Adheres to EES Policies and Procedures, Head Start Performance Standards, NAEYC Standards for early Childhood Programs, the NAEYC Code of Ethical Conduct and Vermont Regulations for Licensed Early Childcare Programs.
- Uses strength based communication with families with guidance from the Lead Teacher.
- Participates in Family Reviews, Coordination of Service, Individual Education Planning and other meetings as appropriate.
- Participates in staff meetings, professional development and supervision.
- Actively promotes and delivers strategies to encourage parent engagement in our program and also promotes family participation and engagement in conferences, curriculum planning and center events.
- Maintains the safety, rights and confidentiality of program participants and colleagues at all times.
- Maintains professional boundaries with children, families and co-workers.
- Works with a flexible schedule to accommodate agency needs.
- Any other duties as requested by Supervisor or Executive Director.

REQUIRED EDUCATION AND EXPERIENCE:

- High School diploma or GED
- One year of experience in an early childhood setting
- Must enroll in a CDA credential program (twelve (12) ECE credits) to be completed within two (2) years of hire

PREFERRED EDUCATION AND EXPERIENCE:

- Career Ladder Level I Certification
- Completed CDA credential

- More than one year of experience in an early childhood setting

COMPETENCIES:

Must:

- Speak, write and understand standard English
- Have a collaborative attitude and be a team player
- Exhibit flexibility
- Maintain professional integrity while working in a high paced environment
- Remain calm in stressful situations
- Have basic computer skills

ADDITIONAL ELIGIBILITY REQUIREMENTS:

- Must be 18 years old
- Must successfully pass a background check with fingerprinting
- Must pass a pre-hire health exam and TB screen, if indicated
- Must Complete Career Ladder Fundamentals course or a three (3) credit child development course within the first twelve (12) months of hire

SUPERVISORY RESPONSIBILITIES: None

WORK ENVIRONMENT:

- High Paced
- Collaborative
- Indoors/Outdoors
- Noisy

PHYSICAL DEMANDS:

- Bending, stooping, squatting, sitting on the floor
- Lifting and carrying
- Standing and walking
- Fine motor skills (computer)
- Hearing and Vision

TRAVEL:

- Conferences, seminars, external staff meetings
- Site to site
- Field Trips

This job description for the position of **Assistant Teacher** is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

I have read the above job requirement and am willing and able to perform them all as written.

Name: _____

Signature: _____

Supervisor Name: _____

Signature: _____

Date: _____