

POSITION TITLE: **ASSISTANT TEACHER LEVEL I & II**

February 2022

REPORTS TO: Lead Teacher or Manager

SUPERVISES: None

STATUS: Non-Exempt

SUMMARY:

Assists the Lead Teacher in planning, organizing and conducting activities in an Early Childhood classroom to provide a quality learning experience for children. Assists with the preparation of the classroom, including materials and planned activities. Implements trauma invested practices that support social-emotional learning and self-regulation in the classroom. Is able to provide a safe environment that includes active supervision of all children under their care. The Assistant Teacher works under supervision of the Lead Teacher or program manager, but is able to perform most tasks independently

GENERAL RESPONSIBILITIES:

- * Assists in educational planning for the classroom. Prepares and organizes materials that support lesson plans and activities with guidance from the Lead Teacher.
- * Ability to effectively support classroom management during all daily routines; may be required to maintain classroom management routines in the absence of the Lead Teacher.
- * Responsible for classroom maintenance, including sweeping and vacuuming, to assure classroom meets safety and health standards. Responsible for building and grounds maintenance, as assigned.
- * Is able to apply trauma invested practices that support social-emotional learning and self-regulation in the classroom.
- * Assists with the developmental screening of children. Supports the implementation of individual child plans, and child goals, in order to meet each child's needs.
- * May be required to participate in or complete parent teacher conferences and home visits as assigned.
- * Supports the parent involvement effort in the classroom by working with classroom volunteers as delegated by the Lead Teacher. Attend parent meetings, as requested.
- * Assists with communicating with parents by preparing parent correspondence and handouts, as delegated. Communicates with families through a variety of formats, including written, verbal, & approved communication platforms.
- * Assists with maintaining records that provide for the proper evaluation and documentation of assigned activities, including end-of-the-month records and daily record keeping, as delegated.

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- * Participates in family and team staffings to exchange information, provide input and stay up-to-date on current developments. Acts as advocate for children and families.
- * Assists in recruiting families by providing program applications or contact information to interested parties. Promotes the Northeast Washington Early Childhood Program in the community. Assists the Lead Teacher in coordinating activities with the public schools and community businesses or organizations.
- * Housekeeping, cleaning, and maintenance duties, which may include: laundry, vacuuming, sweeping, mopping, dusting; disinfecting and sanitizing sinks, bathrooms, tables, classroom materials; deep cleaning classrooms, kitchen and storage areas; outside playground maintenance cleaning and organization, etc.
- * Assist with supervision for on-site childcare provided during parent events/meetings and Policy Council meetings.
- * May perform Bus Monitor duties in some locations. Help secure children in restraint system; assists children safely boarding and exiting the bus; works with the bus driver to transport children safely to and from the classroom/center; helps maintain a clean environment inside the bus; assists the bus driver in evacuation drills; assist the driver with authorization of child release paperwork to ensure that only those authorized are allowed to receive the children.
- * Assists Lead Teacher in assuring that safety requirements of classrooms and grounds are met.
- * Responsible for generating, collecting and documenting Inkind contributions for the program.
- * Attend staff trainings and meetings as required.
- * Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic knowledge of child development and educational component of a learning center.
- Basic knowledge of adult learning theory and social service practices and resources.
- Basic knowledge of program policies and procedures and federal, state and local regulations governing the program.
- Ability to use positive verbal communication skills with children and adults.
- Ability to establish effective relationships with enrolled children, families and the community.
- Ability to establish professional relationships with co-workers in a team environment.
- Proficient in oral and written communication.

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REQUIRED EDUCATION AND EXPERIENCE:**Assistant Teacher Level 1:**

High school diploma or GED

And

6 months to 1 year experience with children in an educational setting.

And Must have one of the following

A current Child Development Associate (CDA) Credential or be enrolled in a CDA credential program to be completed within two years of hire

Or

Have an ECE State Certificate (12 Credits) or be enrolled in a ECE State Certificate program to be completed within two years of hire.

Assistant Teacher Level 2:

High school diploma or GED

And

Two years experience with children in an educational setting.

And

Have an Associate Degree or higher with 12 credits in Early Childhood Education, as documented in MERIT.

CERTIFICATIONS AND LICENSES:

Valid driver's license in state of residence.

Access to reliable transportation.

Auto insurance in the amount required by the State of Washington.

Physical examination within three weeks of employment.

First Aid & Infant/Child CPR Card within 45 calendar days of employment.

Food Worker's card or acquire within 30 calendar days of employment.

Acceptable completion of a criminal history check.

ADDITIONAL REQUIREMENTS:

- TB test and proof of test results to employer prior to the start of employment. New employees do not need a TB skin test if they have written proof of one of the following:
 1. A negative Mantoux TB test in the twelve months prior to hire; or
 2. a previously positive Mantoux TB test with documented proof of treatment; or
 3. a recent negative chest X ray and a statement from a health care provider that employee does not pose a health risk to others; or
 4. Medication therapy to treat TB
- Documentation of Measles, Mumps, and Rubella (MMR) immunization:

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- An immunization record indicating that you have received at least one dose of MMR vaccination (Immunization record card is acceptable only with doctor's signature/initials or stamp). **Or**
- Lab evidence of immunity to measles disease (also known as a blood test or titer). **Or**
- Documentation from a health care provider that the person has had measles disease sufficient to provide immunity against measles. **Or**
- Written certification signed by a health care practitioner, licensed in Washington State— a medical doctor (MD), naturopathic doctor (ND), osteopathic doctor (DO), advanced registered nurse practitioner (ARNP) or a physician's assistant (PA)—that the Measles, Mumps, & Rubella vaccine is, in the practitioner's judgment, not advisable for you.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to, stand for long periods of time; sit, including on the floor and small furniture; talk, hear, and use hands and fingers for fine manipulation and to operate a computer and telephone, and keyboard reach; and reach with hands and arms.
- The employee is frequently required to stoop, kneel, squat, crouch or crawl.
- Specific vision abilities required by this job include close (due to computer work), distance and peripheral vision, depth perception, ability to adjust focus and the ability to observe the safety of the classroom.
- Light to moderate lifting is required. Ability to lift up to 45 pounds.
- Ability to uphold the stress of traveling.
- Regular, predictable attendance is required.

The work environment characteristics described are what is encountered while performing the essential functions of this job.

- Moderate noise (i.e. classroom noise, children talking, yelling).
- Ability to work in a confined area.
- May be required to have the ability to sit at a computer terminal for an extended period.
- The employee is occasionally exposed to wet, snowy or hot outdoor weather conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* ***Denotes Essential Functions***