



## **Early Childhood Assistant Teacher Job Description**

### **Job Summary**

Under the direction of the Lead Teacher, assists in the daily management and supervision of the classroom and children.

### **Primary Duties and Responsibilities**

#### **Education and Curriculum**

- Assists in implementing curriculum activities and lesson plans. Follows program schedule for the classroom, outdoor time, meals, snacks, and special activities.
- Uses positive guidance techniques consistent with Conscious Discipline, state licensing regulations, counsels children when social, academic or adjustment problems arise.
- Keeps accurate and current records of each child's developmental milestones, student accidents, anecdotal records, and attendance.
- Helps Lead Teacher establish developmentally appropriate room arrangement, décor, and learning environment in the classroom.
- Provides written communication and/or Daily Reports to parents via paper, Smartcare, Seesaw, Vidigami, or any other digital communication. Ensures that daily list of activities is posted for parents. Maintains classroom bulletin boards.
- Has working knowledge of Texas Minimum Standards as they pertain to school operations.

#### **Interactions with Parents, Staff, and Head of Early Childhood**

- Interacts professionally with current and prospective families.
- Observes, records and reports to Lead Teacher any needed repairs to the building, play area, equipment or toys throughout the facility. Ensures that children are not exposed to equipment or situations that could affect their health or safety.
- Accepts temporary work assignments in the event regularly scheduled staff is not available, such as answering the phones, helping in another class, and/or assisting in management of school. May write, submit and implement lesson plan.

#### **Health and Safety**

- Implements appropriate emergency procedures in the event of fire, tornado, chemical leak, or other emergency situations.
- Administers CPR/First Aid or other appropriate emergency procedures in the event of serious student accidents or emergencies
- Properly maintains educational materials and equipment; ensures that children are using equipment in an appropriate manner.
- Keeps classroom and other play areas safe, neat, and clean.

#### **Reporting Relationships**

- Reports directly to the Head of Early Childhood.
- Takes direction and instruction from Lead Teacher.



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- Also takes direction from other school management personnel.

### **Qualifications**

- Must meet or exceed state licensing requirements for age, education, and experience.
- Previous experience in early education is preferred.
- Must be able to repeatedly bend, stoop and run; must repeatedly lift and carry children.
- Must be able to effectively interact and communicate with children and parents.
- Must maintain at least 24 hours of training each year.