

POSITION TITLE	DEPARTMENT	REPORTS TO
Preschool Assistant Teacher	Education	Teacher
EMPLOYMENT STATUS	FLSA STATUS	SUPERVISES
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	Aides, Classroom Volunteers

## POSITION SUMMARY

The Preschool Assistant Teacher is responsible for creating an atmosphere that is positive for learning and that stimulates critical thinking, problem solving and decision-making with children.

## ESSENTIAL DUTIES & RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Assist in the implementation of the Creative Curriculum and CDE Standards for CSPP classrooms. Assist in preparing daily lesson plans in advance that include both indoor and outdoor activities; are individualized and based on the preschool child’s needs, interest and schedules; and, include multicultural educational materials and activities. Promote an age-appropriate curriculum that focuses on the needs of each child in accordance with California Department of Education, Desired Results and ECERS standards.
- Ensure family-style meals and other elements of the curriculum are taking place on a daily basis as appropriate. Document volunteer activities, and parent communication regarding children’s functions and activities.
- Contribute to organizing the classroom according to developmental levels and individual needs of the children ensuring: the development of trust and emotional security; opportunities to explore a variety of sensory and motor experiences; opportunities for the development of self-awareness, autonomy, and self-expression; and opportunities for gross and fine motor development. Ensure infant and toddler classrooms are home like, safe, sanitary, and free of clutter. Organize the classroom in rudimentary learning centers that are well defined, rotating materials routinely to create a stimulating environment. Provide for diaper changing and toilet training functions in the classroom in a safe, sanitary and developmentally appropriate manner.
- Promote the development of secure relationships with preschool children assigned by assuring primary and continuity of care. Relate to preschool children in a calm, caring, nurturing, soothing manner, responding to all cries, babbles, and talks, using appropriate child guidance techniques at all times. Stay involved with children at all times during the day.
- Observe children and record observations in anecdotal records, making appropriate referrals. Assist with developmental screenings, as assigned. Maintain updated individual and group checklists according to program policies and procedures.
- Provide meals and snacks to children according to their age, development and needs. Conduct family style dining and implement according to program policy and procedures, and CDE Standards.
- Involve parents in all aspects of the classroom. Greet parents and children pleasantly and appropriately, ensuring a smooth transition into the center, a positive home-center connection and a family partnership. Maintain ongoing professional and appropriate communication with parents through a variety of methods and send activities home that parents can do with their children to support the curriculum and the child’s learning. Encourage parents to become involved in workshops, training and other activities.

### **ESSENTIAL DUTIES & RESPONSIBILITIES (CONTINUED)**

- Maintain accurate attendance records, food reports, in-kind reports and other record keeping and reports, as required. Participate in program training and staff meetings. Maintain supplies and submit a list to supervisor when additional items are needed.
- Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.
- Performs all other duties as assigned

### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- A minimum of 12-18 Units in Early Childhood Education
- Associate Teacher Permit issued from CCTC preferred
- Previous experience working with preschool children ages 3 -5
- Ability to read, write, and communicate using proper English grammar
- Good oral and written communication
- Excellent interpersonal and conflict resolution skills
- Ability to communicate effectively and professionally with wide range of individuals, including, staff and parents

### **ADDITIONAL REQUIREMENTS**

- Criminal background clearance with (FBI, DOJ, and CAI)
- Complete a physical examination, T.B. test, proof of immunization for (influenza, Tdap, and MMR),
- Submission of satisfactory proof of your identity and your legal authorization to work in the United States. If you fail to submit this proof, federal law prohibits us from hiring you.
- Mandated Child Abuse Training completed within 14 days of employment

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

P O S I T I O N

# Preschool Assistant Teacher



## NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

## REVIEWED WITH EMPLOYEE BY

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

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Title: \_\_\_\_\_ Date: \_\_\_\_\_

## RECEIVED AND ACCEPTED BY

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

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Title: \_\_\_\_\_ Date: \_\_\_\_\_

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APPLY ONLINE:

