

Assistant Teacher Job Description

Responsibilities:

- Help implement lesson plans and activities based on the school's academic expectations, philosophy, & mission statement
- Guide student behavior through implementing the school's discipline policy while upholding high expectations
- Maintain excellent communication with parents through personal conversations upon child's drop-off/pick-up and parent-teacher conferences
- Provide an exceptional level of quality care to children at all times, demonstrating respect and value towards them as individuals
- Serve food & supervise children during mealtimes
- Maintain the cleanliness of the classroom through the organization of learning materials and light cleaning
- Maintain the cleanliness of each child in the classroom through proper sanitation procedures, including hand washing, toileting, and diaper changing
- Complete paperwork related to students, including food intake, diaper changes, discipline, attendance, and interest areas
- Attend and assist at monthly family events
- Attend monthly staff development trainings
- Other duties as assigned, such as providing general assistance to the director, teachers, parents, or students

Qualifications:

- Early childhood teaching assistants must be at least 19 years old with an associate's degree or 60 earned credit hours.
- Early childhood teaching assistants must also have 6 semester or 9 quarter hours in courses related directly to Early Childhood Education and/or child development from birth to age six.
- Early childhood teaching assistants must be able to demonstrate the passion, skill, and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development.