



Job Description

Position Title: Assistant Teacher

Program: Early Childhood Program

Date/Revision: May 2021

Position Summary:

Team teach in the Early Childhood Program, participating in all phases of planning and implementation of developmentally appropriate experiences for children ages birth to five years, including work as a member of a multi-disciplinary team, providing direct early intervention services to children with a variety of intensive needs.

Desired Qualifications for Knowledge/Experience:

1. Northern Lights Level I Certificate required.
2. Child Development Associate (CDA), or completion of CDA within first year of employment, required.
3. Associate's Degree in Early Childhood Education, Human/Child Development, or related field preferred.
4. Minimum of two years' experience teaching in an inclusive early childhood setting, including direct experience providing developmental or support services to children with disabilities or other health needs and their families.
5. Demonstrated ability to work with a wide range of people including professionals and parents while maintaining an awareness of each individual's needs and strengths.
6. Demonstrated ability to work independently and as a member of a team.
7. Must possess a value system consistent with that of the Family Center of Washington County and have demonstrated a client-centered approach in past work.
8. Must display caring, respect, resilience, a willingness to adapt to change, and excellent interpersonal skills.
9. Must pass a fingerprint and background check.

Reports to: Early Childhood Program Managers

Employment Category: Full-time, non-exempt

Pay Grade: 4

Number of Hours per week: 40 hours, year-round

Essential Functions:

1. Maintain the safety and supervision of all children in the classroom.
2. Plan and implement activities and maintaining routines for children throughout their day, attending to basic personal needs, and group activities, in an inclusive classroom setting while using a team-teaching approach.
3. Communicate and collaborate with classroom staff as well as other service providers to develop appropriate learning activities, physical environments and accommodations for children to

- promote each individual child's acquisition of skills in all developmental areas.
4. Provide ongoing communication and be a problem-solving link with families using the Strengthening Families and Protective Factors framework, including daily check-ins at drop off and pick up, family conferences twice a year, and additionally as needed.
 5. Participate in weekly classroom team planning meetings and participate in program and agency-wide trainings and in-services.
 6. Participate in child assessment for all children in your classroom including regularly conducting child assessments, documentations, and data gathering and tabulation using Teaching Strategies GOLD.
 7. Attend workshops and conferences to maintain a minimum of 18 hours of annual professional development, as well as maintain current CPR and First Aid certifications.
 8. Maintain confidentiality consistent with the Family Center's policies and the law.
 9. Attends Family Center events, public awareness activities, education sessions, and fundraising events.
 10. Must be able to safely lift, hold and carry a child up to 50 lbs.
 11. Regularly access clinical expertise and supervision in order to prepare and inform your work with program participants.
 12. Other duties as assigned.

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| Success | Works with teaching team to ensure all children are safe and daily routines are followed. Helps plan activities and assists in TSG checklists. Uses problem solving skills and has an understanding of licensing regulations and assists to make sure the classroom is compliant. Regularly communicates with parents, service providers and classroom staff. |
| Excellence | Seeks further understanding and knowledge in child development. Can plan and lead activities and works collaboratively across classrooms. Takes initiative to plan and implement developmentally appropriate activities and can consistently step up when the lead teacher is absent. |

Working Conditions:

Internal- Work is normally performed in climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (people, computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External- Moderate travel may be required. Work outside the office normally takes place in similar office environments, although occasionally work may include classroom environments.

Physical Demands:

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer work. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.