

Position Profile

Assistant Teacher

Point of Contact

If you are interested in applying for this position and meet the following requirements, please contact the hiring manager.

Katie Simpson
Preschool Director
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Summary

The assistant teacher helps with implementing the curriculum and lesson plans under the direction of the lead teacher. They follow daily schedule and routine. They assist with children's personal care, hygiene, learning activities, special programs and positive guidance. They assist with classroom records and checklists, and they help with room maintenance, bulletin boards and classroom repair as directed by the lead teacher. The assistant teacher must have a working knowledge of and follow all rules and regulations as stated in the Texas Minimum Standards.

This is a part-time, non-exempt, hourly position. As such the employee is expected to manage his/her workload and time with their supervisor. The expectation is that all the work will occur during regularly scheduled school days.

Working Relationships

The assistant teacher reports to the lead teacher, Assistant Director and then Preschool Director.

Key Responsibilities

Education and Curriculum

- Assists in implementing curriculum activities and lesson plans. Follows program schedule for classroom, outdoor time, meals, snacks and specials.
- Implements craft and craft preparation as directed by the lead teacher.
- Uses positive guidance techniques consistent with state licensing regulations. Uses consistent behavior policies that the lead teacher has implemented in the classroom.
- Anticipates the needs of the lead teacher, stepping in when child guidance is needed including during circle and center times.
- Keeps accurate and current records of children's developmental milestones, student accidents, student and parent documentation notes and attendance.
- Under the direction of the lead teacher, helps establish developmentally appropriate room arrangement, décor, and a healthy learning environment in the classroom.

- Supervises children and escorts them to and from the restroom, specials and other activities.
- Assistant teacher's duties need to be completed during the workday. Assistant teachers do not receive planning hours.
- Has a working knowledge of the Texas Minimum standards as they pertain to center operations.

Interactions with Parents, Staff and Director

- Interacts positively with current and prospective families.
- Assistant teacher directs parents to lead teacher regarding any behavioral issues, concerns or questions. Assistant teachers do not communicate with parents regarding behavioral issues without direction of the lead teacher.
- Observes, records and reports to lead teacher any needed repairs to toys, classroom.
- Accepts temporary responsibility of the classroom in the absence of the lead teacher and in the presence of a substitute.

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 and that the children are using the equipment in the appropriate manner.
- Helps keep classroom and other play areas safe, neat and clean.

Experience/Education Desired

The assistant teacher qualifications must meet or exceed state licensing requirements for age, education, and experience. Previous work experience is preferred. The assistant teacher is required to attain 24 hours of Early Childhood paid training each year.

Work environment and Physical Demands

Must be able to repeatedly bend, stoop and run; must repeatedly lift and carry children up to 40 pounds. Must be able to actively interact and communicate with children and parents, to read and have comprehension of the English language and effectively communicate with children and co-workers. Must be able to pass background checks, FBI fingerprinting and attain a current CPR/First aid certificate upon hire.