

Job Description

Job Title: Assistant Teacher (age group)

Reports to: Head Teacher, ECE Director

Location: Name and address of ECE

Job Summary:

The ECE Assistant Teacher is responsible for assisting the Head Teacher in developing and implementing developmentally-appropriate learning activities and a learning environment that promotes the social, emotional and physical development of each child enrolled in the classroom. The duties and responsibilities will be carried out under the direction of the Head Teacher.

Responsibilities

- Assist the teacher with the full implementation of ECE policies and procedures, (State) regulations and guidelines in the day-to-day operation of an early childhood development center (state age group) including developmentally-appropriate practices for a preschool program
- Attend all staff meetings and in-service provided at the Program
- Assist the teacher in creating a welcoming and safe environment for the children to have the opportunity to learn and grow
- Develop and maintain a positive relationship with parents and children
- Assist with the supervision of children in the classroom
- Reflect the Seventh-day Adventist values, attitudes, expectations, beliefs and choices that will enhance program excellence
- Perform other duties as required or assigned.

Qualifications

- High school diploma or GED
- 15 credit hours in Early Childhood Education or AA Degree in Early Childhood Education
- Current Child Development Assistant Teacher Permit from the Commission on Teacher Credentialing
- Current Level 1, 2 or 3 Professional Achievement Recognition certification from the Pacific Union Conference Early Childhood Education
- Experience teaching in an early childhood classroom
- Ability to relate positively to young children, parents and staff
- Knowledge of young children and child development
- Ability to work within a team atmosphere
- Ability to lift up to 40 lbs
- Ability to walk, squat/kneel, sit on floor, see, hear, speak with children to ensure children's health and safety.