

Assistant Teacher Job Description

The Assistant Teacher performs a variety of duties with the ultimate goal of assisting Teachers and Lead Teachers in the education, training, supervision and support of the children being served.

Job Description

- Assist the implementation of the program and selected curriculum. Assist in planning and executing indoor and outdoor early childhood education experiences appropriate to the developmental levels of the children being served. Interact both physically and verbally throughout the day,
- Use positive guidance policy which includes relationship building, redirection or distraction, verbal intervention, logical consequences and praise for good behavior and choices.
- Greet the children and observe their general health upon arrival at school. Maintain the health, safety and welfare of each child under your care.
- Report to your lead teacher or director any concerns or incidents and complete documentation.
- Monitor and assist children with their personal hygiene - hand washing, toileting, and/or diapering.
- Assist children at meal time when needed with serving and clean up. Work toward children's development of good manners and nutrition habits through the use of USDA regulations.
- Complete and sign and date attendance records and transition sheets every day.
- Assist in maintaining an age appropriate classroom environment that utilizes space, materials, routines and guidance techniques to effectively facilitate physical, social, emotional and intellectual development.
- Enrich each class room with curriculum evidence of learning, children's art and pictures. Assist in making appropriate teacher made materials such as name tags, labeling, etc.
- Maintain a clean, well organized classroom. Maintain upkeep of all educational equipment, supplies and materials. Report any damage to all supplies or equipment.
- Warmly greet each parent when they drop their child off and when they pick them up. Maintain interpersonal interactions with children, parents, staff, and administration. .
- Attend staff meetings and actively pursue opportunities for professional development. Accept constructive criticism and implement necessary improvements. Attend and actively participate in in-service/ staff development training programs.
- Work with other staff members in a cooperative manner. However, maintain complete confidentiality at all times. This applies not only to school operations, but information

concerning staff, children, and their families.

- Meeting and maintaining all state licensing requirements or qualifications and comply with all Big Blue Marble Academy policies and procedures at all times.
- Maintain flexibility regarding business demands of the school including scheduled working hours and classroom assignments. Assist in other areas or other duties as requested by management
- The Assistant Teacher performs a variety of duties with the ultimate goal of assisting Teachers and Lead Teachers in the education, training, supervision, and support of the children being served.
- Assist in the implementation of the program and selected curriculum. Assist in planning and executing indoor and outdoor early childhood education experiences appropriate to the developmental levels of the children being served. Interact both physically and verbally throughout the day.
- Counsel children when social, academic, or adjustment problems arise.
- Use a positive guidance policy that includes relationship building, redirection or distraction, verbal intervention, logical consequences, and praise for good behavior and choices.
- Greet the children and observe their general health upon arrival at school. Maintain the health, safety, and welfare of each child under your care.
- Have the ability to lift, pull, or carry 25 pounds or more.
- Report to your lead teacher or director any concerns or incidents and complete documentation.
- Monitor and assist children with their personal hygiene - hand washing, toileting, and/or diapering.
- Assist children at mealtime when needed with serving and cleaning up. Work toward children's development of good manners and nutrition habits thru the use of USDA regulations.
- When children are eating you must be able to see each child as long as any of the children are still eating.
- Complete and sign and date attendance records and transition sheets every day.
- Assist in maintaining an age-appropriate classroom environment that utilizes space, materials, routines, and guidance techniques to effectively facilitate physical, social, emotional, and intellectual development. Enrich each classroom with curriculum evidence of learning, children's art, and pictures. Assist in making appropriate teacher-made materials such as name tags, labeling, etc.
- Maintain a clean well-organized classroom. Maintain upkeep of all educational equipment, supplies, and materials. Report any damage to all supplies or equipment.
- Remember school property is not for personal use. Report, in writing, any maintenance concerns.
- Warmly greet each parent when they drop their child off and when they pick them up. Maintain interpersonal interactions with children, parents, staff, and administration.
- Communicate any concerns to the Lead Teacher or Director regarding room management or problems and concerns with children in your classroom.

- Attend staff meetings and actively pursue opportunities for professional development. Accept constructive criticism and implement necessary improvements. Attend and actively participate in in-service/ staff development training programs.
- Work with other staff members in a cooperative manner. However, always maintain complete confidentiality. This applies not only to school operations, but information concerning staff, children, and their families.
- Meeting and maintaining all state licensing requirements or qualifications and complying with all Big Blue Marble Academy policies and procedures at all times.
- Maintain flexibility regarding business demands of the school including scheduled working hours and classroom assignments. Assist in other areas or other duties as requested by management
- Ability to lift at least 25 lbs, bend, kneel, etc.

I understand the job requirements as listed above and agree that I am willing and able to fulfill these requirements.

Employee Signature: _____ Date: _____