



POSITION TITLE: EARLY CHILDHOOD ASSISTANT TEACHER
REPORTS TO: EARLY CHILDHOOD DIRECTOR
STATUS / HOURS: FULL-TIME / PART-TIME (NON-EXEMPT)

SUMMARY:

- To assist the teacher in providing a warm and nurturing environment, in which a child can grow physically, emotionally and intellectually.

RESPONSIBILITIES:

- Interact, initiate and encourage the children in activities during the day.
- Help the children control their behavior by using a positive, appropriate approach and always using consistent techniques.
- Provide nurturance to help the children become independent.
- Promote integral learning during snack times; to help the children learn good social skills.
- Maintain good communication with parents and make each parent feel at ease at the pre-school.
- Assist the teacher in planning activities for the group and offer suggestions and information about the children.
- Develop a cooperative and supportive attitude within the classroom.
- Assist the teacher in record keeping by observing and noting children's health, behavior and development.
- Function and help build a supportive team.

REQUIREMENTS:

- Must be at least 18 years old.
- Must have at least one (1) year (1,820 hours) of verified experience in group care of unrelated children under six (6) years of age.
- Ability relate joyfully and sensitively to pre-school children.
- Evidence of enough security and judgment to handle crisis situations.
- Ability to use appropriate and positive discipline.
- Must be dependable, responsible and possess physical stamina.