



Position Title:	Assistant Teacher	
Reports To:	Director, Preschool Lab	
Department:	MDC North Campus Preschool Lab	Job Code: 4801
Prepared By/Date:	Patricia Earle/4-27-2009	Job Group: SNE
Approved By/Date:	Patricia Earle/4-27-2009	Salary Grade: 6
Revised:	Jennifer C. Brito/4-27-2009	FLSA Status: Non-Exempt

Summary:

The Assistant Teacher assists students and teachers in the Pre-School lab and is directly supervised by the Head Teacher.

Essential Duties and Responsibilities:

- Assists in planning and implementing the daily program under the direction of the Head Teacher
- Assists Head Teacher with implementation of appropriate early childhood education experiences
- Assists Head Teacher supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of children enrolled at the Pre-School.
- Attends all staff meetings and recommended training programs and conferences
- Observes, records and reports on the behavior of individual children assigned
- Assists in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies
- Plans support/supplemental activities under direction of teacher
- Ensures all materials are restocked for availability
- Supports teacher in necessary duties, including supervision of children during lunch, rest time and playground
- Performs various clerical tasks as necessary
- Prepares field trip flyers, and maintains records (permission, attendance, payment) for scheduled trips
- Assists in school generally, as needed to maintain ratios in case of absences
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of early childhood education programs and techniques
- Knowledge of child development theory and practice
- Knowledge of applicable safety procedures
- Ability to evaluate, design, and implement curriculum, testing, and/or teaching methodologies
- Ability to provide activities for children that encourage healthy growth
- Ability to exercise control and maintain classroom discipline
- Ability to provide a supportive and caring environment for children
- Ability to develop and present educational programs and/or workshops
- Ability to persuade and influence others
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Two (2) years' experience working in an educational environment with pre-school aged children, CDA, and successful backgrounds clearance
- Completion of Department of Children and Families 45-hour training

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name