

**ASSISTANT TEACHER**

The Assistant Teacher is a non-exempt full-time, 41 week position directly responsible to the Center Base Supervisor.

The Assistant Teacher helps in providing high quality and comprehensive child development instruction to children and parents and aids in classroom leadership.

**DUTIES AND RESPONSIBILITIES (include but are not limited to):**

1. Assist in the maintenance of safe and healthy conditions in the classroom.
2. Assist the Teacher in planning classroom activities, preparing plans and plan book. Assist in the implementation of classroom and individualized plans and assuming independent responsibility for certain activities.
3. Assist in setting behavioral limits and helping to clearly define them to children and adults.
4. Help children stay within their limits in a way that enhances their feelings about themselves and develops internal controls.
5. Provide appropriate direction/assistance to classroom volunteers.
6. Perform the duties of teacher when the Teacher is absent.
7. Carry out an anti-bias curriculum in daily routines.
8. Assist in making safe, appropriate arrangements for field trips.
9. Any and all duties associated with the care and instruction of pre-school children.
10. Welcome and encourage parents to the center at all times.
11. Make a minimum of one home visit to each family to discuss the child's Individual Education Program (IEP) and developmental progress. Accompany the Teacher on additional home visits as requested.
12. Assist in planning and providing home teaching activities to families according to established schedules and maintain accurate up-to-date records of parent contacts.
13. Assist in conducting developmental assessments of each child.
14. Contribute to anecdotal records for each child in the classroom.
15. Assist in writing "Classroom Happenings" or newsletters.

16. Timely record keeping including monthly reports, and all other reports as assigned.
17. Attend and participate in meetings and training, including evening meetings and out-of-town travel.
18. All other duties and responsibilities as requested by Education Coordinator, Center Base Supervisor, or Head Start Director in their absence.

**QUALIFICATIONS:**

The Assistant Teacher must have the following minimum qualifications:

1. Must possess an Associates Degree from an accredited college in Early Childhood Education or related field.
2. Ability to recognize and understand the causes of poverty and the conditional and environmental effects of poverty.
3. Good oral and written communication skills.
4. Experience in assisting with planning and working as part of a team.
5. Must possess an ability to relate to Head Start parents within the classroom and within the families' home, both on a professional and social basis.
6. Must have reliable transportation and a clean and valid NYS Driver's License.
7. Ability to lift up to and including 50 pounds.

**CLASSIFICATION:**

Non-Exempt