

JOB DESCRIPTION – ASSISTANT TEACHER

A person selected for this position will be responsible for assisting Lead Teacher in a classroom environment of over twelve (12) students, able to lead in any classrooms of Infant / Toddler independently. Reports to and works with classroom Lead Teacher to ensure age appropriate practices being followed that meet Early Learning Standards from State of New Jersey.

QUALIFICATIONS Bi-Lingual (English, Spanish, French, Creole)

Must have at least a Child Development Associate (CDA), or an Associate degree in Early Childhood Development, and meet the requirements of the licensing agency. Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the Center's program and philosophy.

RESPONSIBILITIES

Responsibilities will include, but will not be limited to the following:

1. Assist in planning and implementing the daily program under the direction of the Lead Teacher.
2. Assist in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
3. Supervise the classroom when the Lead Teacher is out of the room.
4. Help with the general housekeeping tasks.
5. Assist the Lead Teacher in other ways as requested.
6. Maintain a professional attitude and loyalty to the Center at all times
7. Treat all children with dignity and respect.
8. Attend all staff meetings and recommended training programs and conferences.
9. Participate in professional organizations that work for the improvement of early childhood education.
10. Assist Lead Teacher with implementation of appropriate early childhood education experiences.
11. Help Lead Teacher to supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of children enrolled at the Center.
12. Help to maintain a neat and organized classroom.
13. Help children establish good habits of personal hygiene; change diapers and assist with toilet training.
14. Attend parent group and Center functions.
15. Supervise all activities to ensure safety at all times.