

JOB CLASSIFICATION

Teaching Staff

An Assistant Preschool Teacher must:

- ✓ Be at least 18 years of age

QUALIFICATIONS

- ✓ Have a high school degree or equivalent education
- ✓ Submit to various background checks including those completed through the Department of Human Services
- ✓ Be CPR, First Aid, and Blood Borne Pathogen certified or obtain certification upon hire
- ✓ Complete a Tuberculosis test and physical and provide a physician's documentation of both
- ✓ Be mentally and physically capable of caring for a large group of children alone in a classroom
- ✓ Possess a strong work ethic, be punctual, and have minimal absences
- ✓ Have an awareness of the unique needs of young children and have appropriate expectations of their abilities
- ✓ Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs
- ✓ Be available for full time employment and available to work as late as 6:30 pm
- ✓ Have dependable transportation
- ✓ Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs
- ✓ Utilize developmentally appropriate practice and best practice methods at all times
- ✓ Be warm and nurturing with children
- ✓ Be a positive role model for all care giving staff and children
- ✓ Be customer service orientated and professional
- ✓ Provide excellent customer service according to the standards of Artec Academy

Including, but not limited to, the following:

- ✓ Engage children in activities and play that stimulates their development
- ✓ Appropriately supervise children while keeping them safe at all times
- ✓ Assist children with activities of daily life (e.g., diapering/restroom use, feeding, dressing)
- ✓ Approach parents daily and speak with them about their child(ren)

REQUIRED EXPECTATIONS, RESPONSIBILITIES AND DUTIES

- ✓ Help facilitate daily activities that are developmentally appropriate for preschoolers
- ✓ Creating and maintaining an environment that is clean, organized, and safe for all children

- ✓ Establish a professional level of rapport with each family in order to provide quality care and friendly service
- ✓ Assist the Lead Teacher in implementing curriculum and planning daily activities that are developmentally appropriate for young children
- ✓ Attend and engage in occasional parent participation events and other events that may be on nights and/or weekends
- ✓ Assist with the completion of daily sheets and the daily activities pertaining to eating, sleeping, and diaper changing
- ✓ Communicate with the Lead Teacher regarding all aspects of the children's care as well as classroom management
- ✓ Maintain a professional self-image and project the values of the organization at all times
- ✓ Assistant Teachers are under the supervision of the Lead Teacher in the classroom and report directly to the Director

Please keep in mind that the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of an Assistant Teacher. All duties of the Assistant Preschool Teacher position will be covered in orientation and during the "hands-on" portion of the position training.