

Job Description:

Job Title:	Assistant Teacher	Effective Date:	July 2025
Supervisor:	Team Leader	Entry Level Hourly Rate:	CDA or AA \$14.50 HS + Enroll in CDA \$13.25
Employment Status:	Non-Exempt	Employees, under the provision of the FLSA, are required to be paid by the hour and paid overtime for hours worked in excess of (40) hours in a workweek.	

Responsibilities:

- Assist in implementing the Program's vision, mission, goals, objectives, policies, and Program Plans.
- Assume duties of teacher in his/her absence.
- Know and ensure compliance with state and federal regulations.
- Assist with supervision/direction of volunteers in classroom when needed with understanding of job descriptions.
- Assist in maintenance of child-staff ratio.
- Assist in preparation/coordination of daily activities in the classroom and completion of daily attendance, monthly enrollment and meal counts.
- Assist in the development/implementation of weekly plans with developmentally appropriate indoor/outdoor activities.
- Develop/prepare learning activities with teacher's guidance.
- Assist in maintaining a safe, healthy, attractive environment with well-defined learning areas.
- Assist in ordering needed equipment/supplies and completing bi-annual classroom inventory.
- Use appropriate discipline techniques established by Program policy with **NO** physical or emotional punishment.
- Implement all components of program-wide Positive Behavior Intervention Support (PBIS) approach.
- Model and teach consistently the PBIS expectations to: be safe; be respectful; be a team player; and be kind.
- Assist in maintaining up-to-date emergency information and permissions for each child.
- Assist with health screening for children as required.
- Participate in and assist in documenting monthly fire and other emergency drills.
- Respond calmly in emergency situations following procedure.
- Recognize and respond to accidents and illness and follow procedure.
- Provide social/emotional support for each child by: responding to crying, rocking and other appropriate techniques.
- Use a modulated, appropriate tone of voice with children.
- Meet physical needs of each child such as: potty training, changing diapers/pull-ups, and soiled clothing; administering prescription medication; and feeding, as needed, following procedures.
- Report the suspicion of child abuse and/or neglect following procedure and submit forms.
- Assist with observations and collection of work samples/photos for each child to document progress and assure an accurate Individual Development Plan and Developmental Checklists.
- Provide teacher with information regarding children who may need special services and/or behavior concerns.
- Participate in weekly Family and Child Team (FACT) meetings as needed.
- Assist with screening of children using the Ages and Stages Questionnaire (ASQ-3) and Ages and Stages (ASQ) – SE.
- Assist/participate in planning and record keeping.
- Assist with Orientation for children and families/parents.
- Assist with home visits and conferences.
- Promote an open, working relationship with parents and encourage family/parent involvement and engagement.
- Promote an open, positive, team approach with co-workers.
- Report Program, center, child/family, and co-worker related problems/concerns to immediate supervisor (teacher) and Team Leader.
- Attend Center Committee meetings as requested.
- Assist in classroom self-assessment and analysis of Program-Center-Classroom Profiles to improve outcomes.
- Participate in supervisory feedback discussions and assist with recommendations and follow-up needed.
- Maintain safety of children being transported to and from center, utilizing required child safety restraints and following Transportation and Pedestrian Safety procedures; including the completion of required documentation when assisting on the bus.
- Perform other duties assigned by immediate supervisor and approved by the Team Leader/SR Coach.

Qualifications:	
Education and Experience:	• AA degree in Early Childhood Education* or Child Development Associate Credential (CDA)* or • High school diploma/GED AND enrolled in a CDA or college courses to obtain ECE degree to be completed within two years of the time of hire (*PA PreK Counts Assistant Teacher must have AA in ECE or CDA credential prior to hire)
Skills:	
• Ability to take direction and follow through as expected. • Ability to accept and exercise authority appropriately and make rational decisions. • Ability to plan, assign and supervise the work of designated personnel. • A patient and understanding manner with children. • Ability to establish/maintain effective working relationships with children/families, co-workers and colleagues. • Ability to recognize and respect confidentiality. • Ability to effectively communicate in oral and written form. • Physical and mental ability to supervise and assist children participating during indoor/outdoor activities which includes the use of gross motor equipment, walks and field trips. • Physical and mental ability to respond quickly to needs of children during daily activities and emergency situations. • Visual and auditory ability to provide children and co-workers with a safe, secure environment. • Physical ability to lift children ages 3-5 (30-50 lbs) in emergency situations only. • Physical and mental ability to model and participate in activities designed for preschool age children that includes repetitive bending, stooping, sitting on floor and on child-size chairs (8"-12") with use of gross/fine motor, language, visual, and cognitive skills. • Assist in the preparation of meals with ability to utilize large and small kitchen appliances (stove, microwave, and dishwasher) and carry food to and from kitchen. • Assist in the set-up, cleanup of meals includes sanitizing tables, transporting dishes to/from kitchen, sweeping/mopping of floors. • Assist in daily routines of children such as riding the bus, bathrooming, tooth brushing, rest/quiet time which includes the ability to set-up and maneuver around cots/mats. • Assist in maintaining health/hygiene of classroom by sanitizing toys, sweeping, mopping, vacuuming, moving equipment, and disposing of garbage as needed (under normal circumstances). • Physical ability to ascend/descend steps on a regular basis to access bathrooms, kitchen, and play areas, to evacuate in emergency situations and to make home visits as required.	
Requirements:	
• Must receive a negative pre-employment drug-screening test. • Must receive an initial health appraisal and Mantoux TB test and a health appraisal every two years once employed. • Must receive Child Abuse, Criminal History, National Sex Offender Registry Certification and FBI Fingerprint Background Clearances. • Be punctual and reliable in attendance. • Be professional, productive, and follow the Standards of Conduct, Conflict of Interest, and Confidentiality policies. • Work evenings and flexible hours when necessary. • Travel as required. • Participate in a minimum of two professional growth/development activities and relevant associations. • Participate in required training: Keystone STARS Core Series, Child Abuse Mandated Reporter, Health and Safety. • Utilize a Professional Development Plan and participate in job-related training and professional development opportunities to enhance competence and job performance, including these annual requirements: CBK: 24 hours minimum with Child Observation, Inclusive Practices, and/or ERS Curriculum, Program/Child Assessment, and/or Appropriate Learning Standards; Common Childhood Illnesses; Pediatric First Aid; Child Abuse Reporting; Transportation/Pedestrian Safety; Fire Safety; and Emergency Preparedness • Participate in Program Committees/Teams, meetings, etc. • Participate in performance assessments.	

PHYSICAL ACTIVITY JOB REQUIREMENTS:

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PHYSICAL ACTIVITY	FREQUENCY OF ACTIVITY				
	Not at All Not Performed	Occasionally Up to 33% of Time 1-2.5 hours	Frequently 34% - 66% of Time 3- 4.5 hours	Continuously 67% -100% of Time 5-7 hours	
Sitting		X			
Standing			X		
Walking			X		
Bending Over			X		
Twisting		X			
Climbing		X			
Reach Above Shoulder		X			
Crouching/Stooping		X			
Kneeling		X			
Balancing		X			
Pushing or Pulling		X			
Repetitive Use of Hands			X		
Fine Finger Dexterity					X
Grasping - Simple/Light					X
Grasping - Firm/Strong					X
Lifting or Carrying:					
• up to 10 lbs			X		
• 11-20 lbs			X		
• 21-50 lbs		X			
• 50 or more lbs	X				
Use of Head and Neck					X
Frequency of Interpersonal Relationships Necessary to Perform Job					X
Frequency of Stressful Situations Necessary to Perform Job		X			

I have read this job description with the addendum for physical requirements and am able to perform the duties as stated.

Team Member Signature

Date

HR Manager and Team Leader Signatures

Date