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**job description**

**ASSISTANT TEACHER**

Under the supervision of the assigned teacher, the assistant teacher shall be responsible to:

1. Assist teacher in carrying out goals, policies, and activities designed to implement the Head Start and/or state preschool educational objectives and performance standards.
2. Assist with supervision of children at all times.
3. Assist in an equal share of joint housekeeping and class preparation, ordered arrangement, appearance, decor, and learning environment of the classroom in cooperation with other staff.
4. Assist teacher with collection and input of ongoing assessment documentation (anecdotal records, developing IEPs, CCPR’s and performing daily health observations.)
5. Assist the teacher in developing and implementing daily and weekly lesson plans.
6. Assist in planning and carrying out open-ended activities for different levels of development and multicultural diversity of enrolled children.
7. Assist the teacher in maintaining effective communication with parents, including home visits for parent/teacher conferences.
8. Attend staff meetings and in-service training.
9. Assist with the recruitment effort.
10. Contribute to a healthy and successful nutrition program by eating center prepared meals with the children.
11. Other duties as assigned.

**EMPLOYMENT STANDARDS**

**Required Education and Experience:**

* Minimum of six months of verifiable paid or volunteer work experience in a preschool instructional capacity.
* Minimum of 12 completed units in child development or early childhood education (ECE). **Must include the following three courses: child/human growth & development; child/family & community or child and family relations; and programs curriculum** (All course work must be completed with a grade of C or better to receive credit).
* A state-awarded child development associate teacher permitor higher. *Those hired without the permit must qualify for and apply within 60 days of hire, renew prior to expiration, and maintain active as a condition of employment.*

**Preferred Criteria**: An associate degree or higher in child development or ECE or \*related field is preferred and may substitute for the required permit.

*\*Related fields are defined as: human development, liberal arts, psychology, sociology, home economics, nutrition, special education, general education, or health education, and with coursework equivalent to a major in early childhood education. A degree in a* *related field must include the following three courses: child/human growth & development; child/family & community or child and family relations; and programs/curriculum.*

**Knowledge and Abilities:** Requires ability to speak, read and write English fluently. Ability to effectively speak and read English/Spanish, English/Vietnamese or English/Chinese preferred. Sensitivity to needs of low-income population and to multicultural beliefs and practices. Ability to work with high-risk families. Ability to maintain confidentiality. Flexibility and ability to work as a team member.

**Physical Abilities**: Ability to see at normal distance. Hear normal conversations and sounds. Physical ability to bend, squat, sit on floor, skip, run, and climb stairs, as part of daily center activities. Ability to safely lift or assist children weighing up to 40 pounds in emergency situations only. Use hands and fingers to fill out required forms on regular and NCR paper.

**License or Other Requirements**. Must submit to a job pertinent pre-employment agency paid physical examination, negative tuberculosis test and criminal record background checks. Must hold Infant First Aid and CPR certificate and renew upon every expiration. Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired. Possession of a valid California driver’s license and automobile with appropriate insurance coverage is preferred but may be required depending on the needs of the department at the time of hire. Mandated reporter.