

The Children's Playhouse Early Learning Center

General Position Description

The Preschool Assistant Teacher works with children from 3 - 5 years old. Works collaboratively with the classroom team to create a caring and safe environment for the children by developing positive relationships with children and families. The Assistant operates under the direction of the Teacher in implementation of classroom and program activities, such as developmental screening, child observation recording, child assessment, lesson plan development, child progress reports, parent conferences and home visits, small and large group activities, and supporting and extending children's play. Preschool assistant teachers also must collaborate with their lead teachers to ensure that students with developmental delays or different abilities are meeting their IEP or IFSP goals and conducting weekly individual planning for their students.

Full time Job

This position reports to Center Director

Qualifications

- Must have a minimum of a CDA and enrolled in an associate's degree program in ECE with three years of experience working with preschool.

Additional Knowledge, Skills and Experience Required

- Minimum of two years of experience in an early childhood education classroom
- Ability to work well with others and maintain positive relationships with children and families
- Strong oral and written communication skills and basic computer skills.
- An understanding of child development.
- Ability to record child observations
- Must be able to lift a minimum of 35lbs.

Key Responsibilities

- Diaper Change children if necessary
- Document observations into TSG
- File/collect/organize all documents for all 20 children's educational files
- Prep all Family Style Meals (Breakfast, Lunch, Supper)
- Clean and sanitize before and after all family style meals
- Provide the 3rd read aloud of the day
- Clean and sanitize toys in the classroom on a rotation
- Provide Daily Cleaning based off of Daily Cleaning Classroom Checklist
- Hang/rotate art-work and displays inside and outside of the classroom
- Sanitize bathrooms/sinks after use
- Prep Nap time sleeping arrangements

- Work with children to maintain a positive classroom environment (pocket buddies, provide extra attention to students with behavioral needs ect.)
- Provide instruction during gross motor times (Physical Intentional Teaching Cards)
- Work collaboratively with the Teacher and classroom team in implementation of the Creative Curriculum.
- Under the direction of the Teacher, participate in child developmental screening, child observation recording, child assessment and development of child progress reports
- Engage in positive and frequent communication with families both informally and formally through Home Visits, Parent Conferences and progress reports with emphasis on seeking parent input regarding their child's progress and goals for their child
- Prep all small groups/ instructional activities including art activities and Wow experiences materials
- Translate/communicate with families
- Encourage and welcome family members as volunteers in the classroom
- Provide transitions with Mighty Minutes
- Meal Counts/ Monthly attendance sheets Attendance sheet
- Volunteer Forms
- Parent Board Upkeep
- Actively Assist the lead teacher with instruction by singing songs, participating in read alouds, organizing and filing.
- Prepare children for transitions
- Maintain compliance with all relevant regulations and standards, and program policies and procedures
- Increase knowledge of current and developing classroom strategies and techniques by attending to Professional Developments throughout the year.
- Complete all necessary criteria to meet and pass the NAEYC accreditation standards.
- Maintain a safe and healthy classroom environment through consistent implementation of hygiene and cleanliness practices
- Participate in the development of and participate in the daily plan for safe supervision of all children in the classroom
- Contribute to child records and files as required
- Assist in gathering and submitting all child data on the required schedule
- Maintain personal professional development plan to ensure continuous quality improvement.
- Conduct daily temperature checks and document it for each students
- Other duties as assigned by Center Director

Benefits and Salary

\$12.65-\$13.50/Hour Full-Time

Benefits include; Medical, Dental, IRA, Paid Holidays, Paid Sick Time, Paid Personal Time (PTO), Paid Prep time, childcare discounts, bonuses, and tuition reimbursement.

Physical Requirements

Must be able to lift a minimum of 35lbs and under, be able to bend, sit, stand, and walk for long periods of time.

The Children's Playhouse is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.