

LEWIS-CLARK EARLY CHILDHOOD PROGRAM

JOB DESCRIPTION

TITLE: ASSISTANT TEACHER (EHS-Clarkston)

EXEMPT/NON-EXEMPT: NON-EXEMPT

REPORTS TO: EDUCATION AND FAMILY SERVICES SUPERVISOR

ISSUE DATE: 8/15

GENERAL POSITION SUMMARY:

The Assistant Teacher is the second education person in the classroom and assumes the role of the teacher in his/her absence as assigned. The Assistant Teacher is responsible for the implementation of health activities within the classroom structure. This position provides support to the implementation of the daily activities of the classroom and plans these activities with the Teacher.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Be able to effectively carry out duties and responsibilities as described in the Operations Procedures Manual.
- Greet each child with a smile, by name, when they arrive in the classroom each day and say goodbye to each child by name as they leave the classroom.
- Maintain Supervision of all children at all times.
- Be responsible for seeing that situations of child abuse and neglect are reported and followed up on in a timely manner per the Lewis-Clark Early Childhood Program (LCECP) guidelines.
- Eat family-style meals with the children.
- Follow direction of Teacher and be alert for ways to assist the Teacher,
- Initiate preparations of tables and put out materials for activities in the centers, group, etc.
- Be prepared for activities for which responsible, on lesson plan, under Teacher supervision.
- Participate in work/play activities with the children, sitting down with them. Encourage conversation by interacting with individual and small groups of children. Assist children in concept development.
- Assist in classroom discipline and management under the direction of the Teacher.
- Observe techniques for facilitating children's learning. Discuss and implement with the Teacher, techniques for meeting individual needs of each child.
- Implement health curriculums; Cavity Free Kids, IMIL, Tooth brushing, classroom cooking activities, 2nd Step, and Talking about Touching as assigned.
- Conduct daily health checks on each child
- Assist with housekeeping duties such as clean-up, shelf straightening, dusting and vacuuming as needed.
- Assist in maintaining materials, supplies and inventory
- Be able to provide information on classroom routine and the individual needs of children to a substitute in the absence of the Teacher.
- Discuss and evaluate activities with the Teacher and Education and Family Service Supervisor.
- Maintain a neat, orderly, and safe work environment
- Encourage parent participation in all aspects of the LCECP Program in accordance with the parent(s) interest.
- Assist in potty training which could include diaper changing as well as helping with hygiene and clean up of bathroom.
- Attend staff meetings/training days as assigned.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES: cont...

- Set up cots for naptime.
- Perform housekeeping duties on a daily basis to include cleaning, straightening shelves, dusting and sweeping, performing these duties both during class and at closing.
- Other duties as assigned.

SECONDARY FUNCTIONS:

- Must have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.
- Must be able to represent Lewis-Clark Early Childhood Program (LCECP) in a positive manner.
- Be conscientious in looking for In-kind opportunities and record In-kind services appropriately to the agency.
- Follow all LCECP program policies and procedures.
- Assist teacher with Teaching Strategies Gold as needed.

SUPERVISORY RESPONSIBILITIES:

- NONE

INTERPERSONAL CONTACTS:

- It is an expectation of all LCECP employees that while performing their duties they assure that all adults and children are treated with “unconditional, positive regard.”
- This position will require positive interaction with LCECP staff, and parent/community volunteers.
- Employees are expected to keep their supervisor informed of issues, questions or concerns that may arise or come to their attention about LCECP. Such issues, etc. may come to employees from parents and/or community members as well as co-workers during the course of performing their duties.

SPECIFIC JOB SKILLS:

- Must have the ability to work effectively as a team member in the classroom.
- Must be able to read, understand, and implement professional materials
- Must be able to give and receive information in a positive manner.
- Read, write and speak adequate English to complete necessary communications
- Must know basic understanding of child development and be willing to learn new skills.
- Good conflict resolution skills are essential.
- Basic computer skills
- Ability to actively participate in team development and team-oriented processes and motivate others (parents and staff) to do the same is required.
- The ability to analyze and solve problems in a positive manner is essential.

EDUCATION AND EXPERIENCE:

- Assistant Teacher 1 Must have a CDA (Child Development Award) or 20 hour STAR credits
- Assistant Teacher 2 AA in ECE or Child Development or related field with 30 quarter credits in ECE.
- Assistant Teacher 3 BA or BS in ECE or Child Development or related field with 30 quarter credits in ECE.
- Must maintain current basic first aid and CPR training
- Must maintain documents/information in MERIT

JOB CONDITIONS:

Persons holding this position:

- Must pass a Health Screen and a criminal background check that meets required state, federal, and LCECP standards.
- Maintain confidentiality and exercise sound judgment concerning privileged information
- Will be required to work in an early childhood environment: bending, sitting on the floor/small child sized chairs while interacting with children and at their eye level.
- Reach with hands and arms; and stoop, kneel, crouch, bend, squat or crawl.
- Frequently move; use hands to finger, handle or feel objects, tools or controls; talk and listen.
- Will have occasional evening hours during parent meetings as assigned.
- Must be able to carry food trays weighing 10-20 pounds on a regular basis between the kitchen and the classroom and be able to lift a child weighing up to 50 pounds.
- Must obtain a food handler card, if applicable.
- Must complete MERIT and submit documentation
- Must attend a 2 day Creative Curriculum training and a 2 day Teaching Strategies Gold training.

Requirements by Percentage of the Workday

Physical Requirements	0-10%	10-25%	25-50%	50-75%	75-100%
Lifting			X		
Standing				X	
Walking				X	
Running	X				
Bending/Crouching				X	
Kneeling/Crawling	X				

Environmental Exposure	0-10%	10-25%	25-50%	50-75%	75-100%
Hot		X			
Humid		X			
Cold		X			
Wet/Damp	X				
Machinery*	X				
Risk of burns/chemical exposure	X				
Outside elements (sun, rain, etc)		X			
Loud (above normal class level)	X				

Lifting weight	0-10%	10-25%	25-50%	50-75%	75-100%
Less than 10#			X		
10-25#	X				
25-50#	X				
50-75#	X				
75+#	X				

*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

Additional Requirements

Math Requirement

- Basic math, simple fractions such as measurements, ability to perform addition, subtraction, multiplication, division using a calculator.

Language Requirement

- Ability to give and receive written and spoken instructions. Ability to write simple correspondence. Ability to speak to small groups informally.

Reasoning

- Ability to apply general guidelines to a wide variety of situations with several variables.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This Institution is an equal opportunity provider.

This job description is not a contract for employment. Duties may be changed at the Administration's discretion. The employee is expected to do other duties as assigned, which obviously fall within the scope of this job. The Lewis-Clark Early Childhood Program is an "At Will" employer.

I have read and understand the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with Lewis-Clark Early Childhood Program.

Employee's Signature _____ Date _____

I have gone over this job description with this employee

Supervisor's Signature _____ Date _____

Date of Board Approval: 8/15/18

Date of Policy Council Approval: 8/24/18

Revised 10/2018