

LEWIS-CLARK EARLY CHILDHOOD PROGRAM

JOB DESCRIPTION

TITLE: ASSISTANT TEACHER (Full Day/Full Year Classroom)

EXEMPT/NON-EXEMPT: NON-EXEMPT

REPORTS TO: EDUCATION AND FAMILY SERVICE SUPERVISOR (full day/full year)

ISSUE DATE: 8/15

GENERAL POSITION SUMMARY:

The Assistant Teacher joins with the Teacher, and family in providing the best possible experience for all of the children in the classroom. This position provides support to the implementation of the daily activities of the classroom.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Be able to effectively carry out duties and responsibilities as described in the Operations Procedures Manual.
- Maintain confidentiality and exercise sound judgment concerning privileged information.
- Maintain supervision of all children at all times.
- Greet each child with a smile, by name, when they arrive in the classroom each day.
- 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.
- Assume general responsibilities for serving meals. Eat family-style meals with the children.
- Be alert for ways to assist team members at all times.
- 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.
- Perform housekeeping duties such as clean-up, shelf straightening, dusting and vacuuming as needed during class time and at closing.
- Assist in classroom discipline and management under the direction of the Teacher.
- Observe techniques for facilitating children's learning. Discuss and implement with the other team members, techniques for meeting individual needs of each child.
- Be able to provide information on classroom routine and the individual needs of children to a substitute in the absence of the other team members.
- Discuss and evaluate activities with the Teacher and Education and Family Service Supervisor.
- Maintain a neat, orderly, and safe work environment
- Be responsible for maintaining and tracking materials, supplies and inventory assigned to the classroom as related to the team and site.
- Encourage parent participation in all aspects of the LCECP Program in accordance with the parent(s) interest.
- Assume classroom responsibility in the Teacher's absence.
- Will assist in potty training which could include diaper changing as well as helping with hygiene and clean up of bathroom.
- Attend all trainings as assigned.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES: cont...

- Attend staff meetings/training days.
- 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 opportunity and record In-kind services appropriately to the agency.
- Follow all LCECP program policies and procedures.

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)
- Assistant Teacher 2 AA in ECE or Child Development
- 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

JOB CONDITIONS:

Persons holding this position:

- Must pass a Health Screen and a criminal background check that meets required state, federal, and LCECP standards.
- 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. (6 to 8 hours per day 5 days a week).
- 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.

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

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.

Additional Requirements cont...

Reasoning

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

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- (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: 8/19/15

Date of Policy Council Approval: 8/28/15