

COMMUNITY UNITED HEAD START & DAY CARE, INC.

JOB DESCRIPTION

JOB TITLE: Assistant Teacher

RESPONSIBLE TO: Teacher

GENERAL RESPONSIBILITIES:

Assist Teacher with preparation and carrying out day-to-day activities and operations for children at the classroom/center.

ESSENTIAL FUNCTIONS:

1. Assists with daily lessons plans designed to meet the individualized differences and needs of participating children, special needs of disabled children; and needs of educational priorities of population served, observing holidays and special occasions.
2. Set up learning centers and maintain a safe, healthy and thought-provoking atmosphere for indoors and outdoors surroundings.
3. Assist with record of on-going observations of children daily or as needed.
4. Assist with children assessment within six weeks of arrival in center. (Denver/Checklist).
5. Use Galileo for ongoing assessment of children's progress to measure Outcomes; will use the results to develop child's IP.
6. Assist with daily hygiene routine such as; brushing teeth, washing hands, and encourage good eating habits. Observe children for signs of illness or distress when greeting on arrival and/or throughout the day.
7. Attend two (2) parent meeting per month and demonstrate classroom activities once per month.(on rotation basis)
8. Encourage and orientate parent/community classroom volunteers in order to maintain child/adult ratio.
9. Perform other related duties as assigned by Supervisor.

ASSISTANT TEACHER
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QUALIFICATIONS:

High School Diploma or GED; 101 and 102 Early Childhood Education or equivalent training or CDA; One (1) year experience in child care field. Must have reliable transportation with valid Ohio Driver License and be insurable. State and Federal background check that is accepted under Senate Bill 38; satisfactory drug test and medical examination. Computer skills are necessary.

SALARY RANGE: \$20,426.00 – 27,373.00

CLASSIFICATION: NON-EXEMPT

BENEFITS: Health Insurance, Paid Time-Off, Holiday Pay, Sick-Pay, Short-Term Disability, 401(k)/Retirement and Life Insurance.

SCHEDULE: Twelve (12) months

DATE COMPLETED: June 1, 2008

DATE TO BE REVIEWED: June 1 2009

SIGNATURE: _____