

Assistant Teacher

Reports To: Lead Teacher, Center Director, Administrator



Job Summary:

The Assistant Teacher works collaboratively with the Lead Teacher to implement and coordinate a comprehensive program in the classroom, while providing a positive, safe, nurturing and educational experience for every child. With the guidance and supervision of the Lead Teacher, the Assistant Teacher ensures the program is developmentally appropriate and meets the individual needs of the children as mandated by Stepping Stones, state, and local standards.

Responsibilities:

- Assist the Lead Teacher in the planning, implementation and supervision of the daily activities and routines of the group of children in care
- Help Lead Teachers explore and implement diverse activities to challenge children's growth and development, keeping in mind their self-esteem and feeling of self-worth
- Know and assure all licensing rules are met
- Aide in completion of weekly lesson plans
- Assist with timely observations and record keeping of children's activities and progress
- Help keep parents/guardians informed regarding child's daily activities and developmental progress
- Help keep facilities attractive, sanitary, and orderly together with other staff, keeping in mind the safety of children, families and staff
- Complete all yearly professional growth and development requirements mandated by licensing rules
- Attend all staff meetings
- Attend special functions of Stepping Stones to promote communication and partnerships between families, staff and the outside community
- Foster cooperative relationships with families, staff and the outside community
- Other duties as assigned by the Lead Teacher, Director or Administrator

Requirements:

- Be at least 18 years of age
- A biannual physical exam, drug screen and TB test are required as a condition of initial employment and continued employment
- Must be able to physically interact with children, including bending, kneeling, sitting on the floor, lifting up to 40 pounds, climbing and walking
- Willing to complete necessary training as required by state licensing rules