

# Innovative Services NW Job Description

Job Title: 1:1 Teacher



**CLASSIFICATION:** 24

**HOURLY/SALARY RANGE:** \$15.75

**REPORTS TO:** EARLY LEARNING SUPERVISOR

**EFFECTIVE DATE:**

**SUMMARY:** 1:1 Teachers work individually with one child who requires additional classroom supports. It is the 1:1 Teacher's responsibility to integrate their specific child into regular classroom routines and support their transition into kindergarten if applicable. They bring essential support for the design, implementation, evaluation of education, and related services for the child's progress and the program in general. It is critical to protect the health, safety, and confidentiality of the one-on-one student, as well as other children. It is imperative that the 1:1 Assistant Teacher demonstrates integrity, respect for diversity and other standards of ethical conduct.

The 1:1 will perform duties that are instructional in nature or deliver direct services to students or parents. The 1:1 serves in a classroom with a Lead Teacher. The Lead Teacher has ultimate responsibility for the design and implementation of educational programs and services.

## **ESSENTIAL FUNCTIONS:**

- Meet the physical needs of each child
- Interact with children and extend learning experiences
- Facilitate social/emotional development in a self-esteem building environment
- Model appropriate behavior—positive guidance techniques
- Maintain licensing requirements and report all safety hazards to director
- Help keep classroom looking neat and professional
- Transfer to other classrooms as needed
- Help with cleanup of outdoor area
- Positive customer service with parents
- Daily implementation of age appropriate activities and lesson plans
- Understanding of Washington Administration Code in regards to childcare
- Uphold responsibility of mandated reporter

**Other duties as assigned**

**SUPERVISORY RESPONSIBILITY:** N/A

## **WORK ENVIROMENT:**

The noise level is moderate to loud. Spaces may be somewhat confined. Experiencing strong odors and unpleasant bodily fluids are a part of working with children in this age group. Occasional climbing onto a play structure to help a child to safety may be required. The employee will be required to be outdoors with the children in all kinds of weather including wind, rain, cold and snow.

## **PHYSICAL DEMANDS:**

The environment will require active movement working with children. While performing the duties of this job, the employee will frequently be required to stand; walk; bend, sit; use hands to handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. A strong voice is required to maintain classroom control, sing with the children and converse with parents. Other unforeseen physical demands may occur during the course of a first aid emergency or a disaster. In the classroom, the employee will frequently need to work with very small children and so will often be on their knees or in a floor sitting position. The employee must frequently lift and/or move children up to 30 pounds.

## **POSITION TYPE AND EXPECTED HOURS OF WORK:**

Full Time Position with flexible hours to accommodate specific family's needs.

**AN EQUAL OPPORTUNITY EMPLOYER**

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TRAVEL: N/A

### REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE

- 18 years of age
- High school diploma or GED or enrolled in a program
- 15 ECE Credits or Initial Washington ECE Certificate
- Experience working with children
- Basic STARS (30 hours) required within 30 days of hire date
- 15 hours of STARS approved training every year thereafter
- Must pass a criminal history background check
- Ability to communicate with staff and families
- CPR and First Aid certifications within 90 day of hire date
- HIV education (within 30 days of hire)
- Negative TB test (required before start day)
- Proof of MMR Vaccine (required before start date)
- Food Handler's card (within 30 days of hire)
- Blood Borne Pathogen training (within 30 days of hire)
- Ability to lift 30 pounds or more
- **Proficient in the English language**

### AAP/EEO STATEMENT:

Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

### SIGNATURES:

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

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