

Innovative Services NW Job Description

Job Title: Assistant Teacher



CLASSIFICATION: 24

HOURLY/SALARY RANGE: \$17.00- \$19.00

REPORTS TO: ECEAP/EL Supervisor

EFFECTIVE DATE:

SUMMARY:

Assistant Teachers are an integral part of the classroom team. 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 imperative that the Assistant Teacher demonstrates integrity, respect for diversity and other standards of ethical conduct.

ESSENTIAL FUNCTIONS:

- Meet the physical needs of each child
- Interact with children/extend and enhance learning experiences
- Responsible for modeling appropriate pro-social skills, participation skills, adult behaviors, and problem solving skills
- Model appropriate behavior, respect for all and a joy of learning—use positive guidance techniques
- Implement modifications and adaptations to the environment or materials as directed by lead staff and assist staff in maintaining charts and records related to the child's progress
- Assist in behavior management through proactive strategies
- Implement licensed approved techniques for verbal de-escalation and safe physical restraint
- Work as a cooperative team member with staff, family, and community
- Prepare for and carry out planned curriculum activities
- Carry out safety plans and other individualized programs for specific children
- Provide intensive visual supervision for those children who may require it
- Maintain licensing requirements and report all safety hazards to director
- Daily record-keeping tasks as assigned
- Positive parent communication and creation of a welcoming environment
- Diapering every two hours for children who may not yet be potty trained
- Participate in occasional family involvement events (possible evenings)
- Attend staff meetings one evening a month
- **Other duties as assigned**

COMPETENCIES:

Human Development – Knowledge of human development, Early Childhood Education, and how children learn.

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

SUPERVISORY RESPONSIBILITY: N/A

WORK ENVIRONMENT:

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.

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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 finger, 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. Specific vision abilities required by the job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus (classrooms are kept dark at naptime). 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/40 hours a week

TRAVEL: N/A

REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE

- 18 years of age
- High school diploma or GED
- Experience working with children
- Basic STARS (30 hours) required within 6 months of hire
- One of the following:
 - The equivalent of 12 college quarter credits in early childhood education;
 - Initial or higher Washington State Early Childhood Education Certificate; or
 - A current Child Development Associate (CDA) credential awarded by the Council for Early Childhood Professional Recognition
- 10 hours of STARS training per year AND 5 additional hours of professional development training
- Must pass a criminal history background check
- Ability to communicate with staff and families
- Knowledge of community resources that support families
- Crisis prevention & intervention training required within 6 months of hire date
- CPR and First Aid certifications
- HIV/Blood borne Pathogens education
- Negative TB test
- Food Handler's card
- **Ability to lift 30 pounds or more**
- All employees of Early Learning are required to be fully vaccinated against COVID-19

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

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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.