

# Assistant Teacher

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## **Preferred Qualifications:**

1. Meets Department of Children and Family Services requirements for employment as assistant teacher.
2. A high school diploma and experience with children are required.
3. Registered with Gateways to Opportunities.
4. Background and philosophy compatible with the school's philosophy.

## **Responsibilities include, but are not limited to the following:**

1. Assists in developing and implementing the Tiny Treasures Preschool curriculum as outlined in the Parent Handbook.
2. Follows the policies of the Staff Handbook.
3. Assists in planning and implementing the daily program for the class.
4. Assists in planning and preparing the learning environment, setting up activities and preparing needed materials and supplies.
5. Assists in developing a program that meets the needs of individual children.
6. Treats children with dignity, respect, and consideration for their individual differences.
7. Helps children develop awareness of their roles as integral members of a group.
8. Assists with developing a classroom environment that is compatible with the school's philosophy and curriculum.
9. Assists and sits with children during lessons and story time. This includes assisting/sitting with wiggly children at circle time and helping with any disruptions or crises that may occur during that time so the Lead Teacher is able to focus on the lesson.
10. Assists with preparation of classroom materials and assemblance prior to arrival of preschoolers. Prompt arrival in the morning helps to plan for the day.
11. Assumes an equal share of the joint housekeeping responsibilities of the staff.
12. Attends all staff meetings.
13. Participates in recommended training programs, conferences, and courses and other aspects of professional growth for a minimum of 15 hours annually.
14. Attends the parent teacher conferences.
15. Stores supplies in an organized manner.
16. Keeps the room tidy and clean.
17. Attends the fall orientation / curriculum day.
18. Works cooperatively with all staff members to ensure a well coordinated, organized, and caring environment in the classroom.

