3800 W 20th St. Greeley, CO 80634 (907)339-3305

Position Description

Assistant Teacher

Supervisor

Director, Early Childhood Center

Curriculum Goals

- Provide a warm, safe and loving environment which nurtures the children's education
- Provide opportunities to help each child develop a healthy self-concept
- To encourage independence, develop sell-confidence and respect individuality
- To help children get along well with others
- To provide meaningful and productive experiences and activities to help children
- become enthusiastic learners
- to celebrate the early childhood years as creative and wonder-filled years

Responsibilities

Models Behavior

- Relates in a positive, pleasant and sensitive manner to children
- Acknowledges and respects others' feelings
- Works cooperatively with others; works well as a team member
- Uses positive and appropriate guidance strategies
- Builds and strengthens positive relationships with staff and volunteers
- Provides Instruction
- Sets up and maintains an appropriate classroom environment
- Prepares a safe, orderly, and clean environment
- Strives to meet needs of each child
- Keeps current developmental records of children in class
- Develops effective communication with families
- Reports to parents about children's progress
- Attends all school fundraising events
- Help with giving directions to volunteers
- Is aware of and complies with personnel policies
- Attends staff meetings and other preschool functions

- Helps foster positive values and a sense of community within the classroom setting Education/Experience Requirements

Other Requirements

- Will perform tasks as requested by Director to enable the school to operate smoothly and efficiently.
- Responsible to the Executive Board and Director to carry out the goals of the school.
- Assistants (hourly employees) will be reimbursed for attending school functions outside of the normal school business hours including but not limited to board meetings, clean up days, outside fundraising events, etc.
- Assistants will be expected to substitute when a classroom teacher is absent, provided they are ECT certified.
- Assistants will fill cubbies/folders with any written notes needing to go home as needed.
- Assistanst are responsible for helping teachers get materials and prep work ready for teacher's weekly lessons.
- Assistants will be responsible for the following classroom maintenance:
- Daily – snack area cleaned, all floors swept, carpets vacuumed, bathrooms restocked (paper towel rack, toilet paper) bathroom mirror and toilet cleaned.
- Weekly- mop all floors and clean heat vent registers cleaned
- No cell phone use, including texting, during class time. An exception will be granted, working with lead teacher and director, if a phone is needed to be used for photography purposes. Immediately following photos, the cell phone will be put away for the remainder of class time.
- No staff member may take another paid job during their normally scheduled hours.
- Any scheduled absences (due to vacations, appointments, and discretionary leave) or absences due to illness must be submitted to the Director to ensure classrooms will be properly covered and to be sure that payroll is accounted for correctly.
- All timecards must be submitted to the Director by the 25th of the month in order to be distributed by the end of the month and to receive timely payment. In the event the 25th falls on a weekend or holiday, time cards will be due on the closest business day before or after the 25th.
- Meets general requirements for all personnel as stated in 7.702.51 of the Rules
- Regulating Child Care Centers. Among the requirements are:
- Staff members are to be current for all immunizations routinely recommended
- for adults by their health care provider.
- All staff members must submit to the center a medical statement, signed and dated by a licensed physician or other health-care professional, verifying that they are in good mental, physical, and emotional health appropriate for the position for which they have been hired. This statement must be dated no more than six (6) months prior to employment or within thirty (30) days after the date of employment.
- CPR & First Aid
- Background check
- All staff works the week before the start of school and two days after school ends.
- Attend monthly meetings.
- Meetings are held at noon on the third Thursday of each month.
- All staff must fulfill fifteen hours of training/ workshops per school year.
- Please note that part-time teachers are compensated for activities outside of normal work hours.