**Early Childhood Assistant Teacher**

**Eaton Early Learning Center-Eaton, CO**

**Hourly Range $14.50-$17.00**

**Job Description**

Eaton Early Learning Center is a seeking fun, energetic, individual looking to grow in their teaching career. Our goal is to help children develop a lifelong love of learning, assist in our children’s development, and support a diversity of needs within the classroom. Our assistants will work in a student-centered, nurturing environment supporting the teacher and collaboration of management, staff, and families.

**Qualifications: Preferred qualifications are not required and on-the-job training is available.**

* Early Childhood Assistant Teacher assigned responsibility for a single group of children during times specified.
* Completion of one (1) of the Early Childhood Education courses in grade of “C” or better; and a minimum of nine (9) months (1,365 hours) of verified experience in the care and supervisor of four (4) or more children less than eight (8) years of age who are not related to the individual. Assistant Early Childhood Teachers must be enrolled in and attending the second (2nd) Early Childhood Education course, which will be used as the basis for their qualification for the position of Early Childhood Teacher **or**
* Completion of two (2) of the Early Childhood Education courses, with a course grade of C or better and no experience; **or**
* A current Early Childhood Professional Credential Level 1 or higher in version 3.0, as determined by the Department.
* Notice of assignment shall be for 9 months.
* Required to have physical examination and background, CBI and FBI check per Colorado Licensing Rules and Regulations

**Duties and Responsibilities:**

* Maintain confidentiality
* Cooperation between self and teacher
* Attend in-service and staff meetings
* Meet all applicable licensing regulations
* Following direction from the lead teacher
* Assist teacher with preparation for the curriculum
* Meeting and encouraging developmental needs of children
* Assist with inventory of supplies and submit weekly supply lists
* Maintaining classroom when teacher is temporarily out of the room
* Cleaning shelves, counter tops, classroom sinks/cabinets and microwaves daily
* Re-organizing shelves, supplies and equipment at the end of the day in preparation for children on the next school day
* Disinfecting toys and tables daily as well as throughout the day as needed
* Assisting in preparing the classroom for daily activities by gathering supplies, prep work for art activities upon teacher request

**Physical Requirements and Terms:**

* Lifting & Carrying Children; Ability to get up & down from floor; Reading; Writing; Large & Small motor skills & the ability to help children with their needs; Ability to be outside every day.
* Notice of assignment shall be for 9 months
* Required to have a physical examination and background check per Colorado Licensing
* Complete all required training within 2 weeks of hire