

Puget Sound ESD Early Childhood Education and Assistance Program
Assistant Teacher Sample Job Description

Overview of Position:

The Assistant Teacher collaborates with the Lead Teacher in planning and implementation of daily classroom programs for preschool children. The Assistant Teacher will work in accordance with program standards and work with site team to enhance parent's role as the principal influence on the child's education and development.

Primary Responsibilities:

1. **Team Player:** Contributes to the development of communication, mutual respect, mutual support, competence, and creativity among all members of the ECEAP staff
2. **Recruitment:** In collaboration with other site staff, supports and participates in ongoing recruitment efforts to ensure full enrollment.
3. **Curriculum Planning:** Participates in planning the educational program, and assists with the implementation of the daily classroom program, including music, meals, group projects, free choice time and supervision of students, with Lead Teacher
4. **Guidance:** Interacts positively with all children to support their individual learning and meets their emotional needs.
5. **Classroom Preparation:** Works with Lead Teacher to prepare and organize the classroom and classroom materials in accordance with the planned classroom program.
6. **Family Support:** Collaborates with site team, families, and family support to plan and conduct family events. Encourages and supports families in working toward goals they have set for themselves. When working with diverse populations accesses interpreters and language line as needed through ESD ECEAP Interpreter Fund.
7. **Educational Planning Meetings:** Supports Lead Teacher to plan and carry out educational planning meetings with families.
8. **Recordkeeping:** Completes daily attendance/meal count and/or snack production record, and submit to ESD. Assists with record keeping on individual children and families as directed by the teacher. Completes written observations of individual children throughout the year. Participates with Lead Teacher to develop a learning plan for each child within 90 days of school entry.
9. **Screenings:** Administers standardized screening tools as directed.
10. **Family-Style Meal Service:** Prepares and serves snacks and meals; participates in and facilitates mealtime service and joins children at the table for support and conversation.
11. **Health Supervision:** Oversees health habits in the classroom, i.e. handwashing, toothbrushing, etc. Administers first aid as needed. Checks indoor and outdoor environment for safety hazards. Works in collaboration with Mental Health Professional and Nurse Consultant as needed.
12. **Supervision:** May assume the responsibilities of the Lead teacher in his/her absence. Participates with Lead Teacher in recruitment and training of family/community volunteers, as directed.
13. **Interdisciplinary Staffings:** Participates in interdisciplinary planning for children and families to include staffings, multidisciplinary teams, individual education plans and other cross-component coordination efforts.
14. **Professional Development:** Participates in PSESD inservice staff trainings, staff meetings, and other education opportunities to gain knowledge and throughout the year.
15. **Transitions:** Works in collaboration with Lead Teacher, families and site team to ensure smooth transitions for children and families to before and after-school care and between ECEAP and Kindergarten.
16. Responsible to keep informed of ongoing program changes and updates.
17. Performs other duties as assigned.

Standard Qualifications:

- The equivalent of 12 college quarter credits* in early childhood education, **OR**
- A current Child Development Associate (CDA) credential awarded by the Council for Early Childhood Professional Recognition.
- Staff who do not meet Standard Qualifications may be hired if there is a Professional Development Plan submitted that describes how the individual will obtain full qualifications within five (5) years of appointment.

Required Knowledge, Skills and Abilities:

1. Ability to participate as a positive, productive team member of the site's multi-disciplinary team.
2. Knowledge of developmentally appropriate practices for preschool children.
3. Ability to communicate effectively and relate positively to students, parents, staff and volunteers in a diverse environment.
4. Ability to adjust to varied situations, demands and new instructional concepts.
5. Ability to perform basic clerical tasks such as record keeping, filing, typing, copying, etc.
6. Ability to attend occasional evening meetings and to occasionally visit parents in their homes.
7. Ability to supervise students on regularly scheduled field trips.

Certification and Licenses:

1. Fingerprinting and background check.
2. First aid and CPR card within 90 days of hire.
3. Food and Beverage Handler's Permit within 90 days of hire.
4. Completion of a one-step Mantoux tuberculosis (TB) skin test, unless there is written proof of one of the following:
 - Ⓜ A negative Mantoux TB test in the 12 months prior to hiring.
 - Ⓜ Medication therapy to treat TB.
 - Ⓜ A recent negative chest X-ray and a statement from a health care provider that the individual does not pose a risk to others.

***C-5 College Credit**

When college credit is required for ECEAP staff, the following applies:

- College credit must be earned from an accredited institution of higher education.
- One college semester credit equals 1.5 college quarter credits.
- Staff may replace up to 1/3 of required college credits with workshop hours related to the job description, at the rate of ten classroom hours to one college credit. This does not apply to requirements for a college degree. Acceptable workshop hours are Washington State Training and Registry System (STARS) approved training, Office of the Superintendent of Public Instruction (OSPI) approved clock hours, in service training, conferences, or training provided by agencies specializing in professional development.
- Credit counted for staff qualifications, such as specific 12 or 30 credit requirements for teachers and family support specialists must be directly related to the job description.
- Early childhood education (ECE) credit is coursework with content closely related to the Washington State STARS Core Competencies and predominantly addresses children ages birth to eight.
- Staff requirements for an associate degree allow any "two-year" community or technical college degree of 90 quarter credits or more, including degrees designated as AA, AAS, AAS-T, ATA, or AD.
- Equivalent degrees and credentials from other states and countries are accepted.