



Mile High Kids and Community Development, Inc.

Job Title: Assistant Teacher

The Assistant Teacher works as a part of a teaching team to work as a partner with the teacher/lead teacher in developing activities for preschool (Head Start) children to provide them with varied experiences and an appropriate learning environment. Works with typically developing children and children with disabilities. Assistance is given to the teacher in carrying out the goals, policies, and activities designed to implement educational objectives and performance standards. This position works with families to promote parent involvement in the program. In addition, this position might also serve as a Bus Monitor as part of the transportation services provided by the program. This position may be assigned additional duties based upon program need and areas of developing expertise. This position works along with the teacher/lead teacher to attain the goals of the program. The position may be reassigned to various classrooms/centers as deemed necessary for program operations.

Examples of Work:

Assists the teacher in all classroom activities, field trips and outdoor activities including lesson plans. Provide sufficient and appropriate outdoor time daily for children. Assists in developing materials and providing activities related to the cultural background of the children and families served. Participates in the screening, observation and documentation of children. Helps supervise at mealtime, eating with the children to encourage good nutrition and proper social skills. Helps keep the classroom and its contents clean and orderly. Is familiar with each child and parent. Uses initiative and imagination to assist the child and be perceptive and knowledgeable about the needs of each child. Assists the teacher in any aspect of the program as the need arises. Takes charge of the class in the teacher's absence.

Necessary Knowledge, Skills and Abilities:

Knowledge: Knowledge of the basics of working with preschool children. Knowledge of the purpose of the Head Start program. Knowledge of local resources, customs and languages helpful.

Skills: Ability to exhibit patience and tact when communicating with children, families, staff, management, referral sources and the public. Ability to project professionalism in conducting daily activities.

Abilities: Ability to relate sensitively with children and to work well with staff, parents and families. Ability to follow directions and take initiative. Ability to keep all information regarding families strictly confidential. Ability to communicate effectively with children, families and staff. Ability to work with typically developing children and children with disabilities.

Minimum Qualification Requirements:

A Head Start preschool assistant teacher could do one of the following:

- Be enrolled in a preschool center-based CDA program and can earn it within two years of hire
- Have a current national preschool center-based CDA issued by the Council for Professional Recognition

- Have a state-awarded certificate or credential that meets or exceeds the national preschool CDA requirements**
- Be enrolled in a degree program
- Have an associates, bachelor, or advanced degree

ADA Compliance:

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks involve regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require oral communications ability. Some tasks require visual perception and discrimination.

Environmental Factors: Tasks may risk exposure to smoke, dust, pollen, disease, pathogens, strong odors, toxic/poisonous agents and traffic hazards.

Staff Signature: _____ Date: _____

Manager Signature: _____ Date: _____