

BRIGHT BEGINNINGS JOB DESCRIPTION

TITLE: Assistant Teacher/Infant/Toddler

A: POSITION SUMMARY:

Responsible for assisting the Lead Teacher in developing and implementing a program of activities that promotes the social, emotional and physical development of each child enrolled in a group in accordance with Head Start and Title 29:DCMR Performance Standards. The duties and responsibilities will be carried out under the direction of the Lead Teacher.

B: RESPONSIBILITIES AND DUTIES:

- Assist Lead Teacher in maintaining records on each child's progress and development for the purpose of planning and compliance with Head Start Standards.
- Responsible for assisting the teacher with the full implementation of Head Start, NAEYC, and Title 29: DCMR performance standards, policies and procedures, regulations and guidelines in the day-to-day operation of an early childhood development center (6 weeks-3 years of age) including developmentally appropriate practices for an infant/toddler program.
- Participate in staff meetings, center activities, and staff development.
- Assist Lead Teacher in reviewing the progress of each child and developing written plans to promote each child's growth and development.
- Maintain a well-organized, safe and attractive classroom environment conducive to the optimal growth and development of children.
- Develop a positive relationship with each child and promote the development of self-esteem and self-discipline.
- Assist Lead Teacher in planning and implementing the daily program of activities based on principles of child development and in accordance with the program's curriculum
- Observe each child daily to assess skills, interests, and needs and use this information to facilitate learning and growth.
- Establish a positive relationship with each child's family and share information about the child's day at the Center.
- Assist the teacher in conducting home visits and staff/parent conferences.
- Assist teacher in the full implementation of IEP's and inclusion of children with disabilities and special needs.
- Responsible for assisting Center Director and teacher in implementing parent involvement activities.
- Perform other duties as required or assigned.

C. QUALIFICATIONS:

- High school diploma or GED.
- CDA or 90 classroom hours in Early Childhood Education.
- Associate of Arts Degree: Early Childhood Development.
- Must demonstrate experience and interest in working with young children, parents, and volunteers.
- Must demonstrate a strong knowledge of appropriate practices in early childhood development including working with parents.
- Must demonstrate success in working as a member of a team.
- Must have effective and strong communication skills (orally and written).
- Must demonstrate the ability to work well with young children.
- Must be able to supply a yearly certificate of good health.
- Must be willing to work flexible hours in order to meet the needs of the program.
- Knowledge of Head Start Performance Standards preferred.