



## Job Description – Assistant Teacher and Floater (Infants, Toddlers & Preschool)

Reports to:	Lead Teacher
Supervises:	None
Exempt Status:	Exempt
Work Schedule:	Full-Time
Approved on:	

**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 Performance Standards and Title 29: District of Columbia Municipal Regulations (DCMR). The duties and responsibilities will be carried out under the direction of the Lead Teacher.

### **B: RESPONSIBILITIES AND DUTIES:**

1. Assist Lead Teacher in maintaining records on each child's progress and development for the purpose of planning and compliance with Head Start Performance Standards.
2. Assist the Lead Teacher in implementing the selected evidenced-based curriculum (High/Scope) of Bright Beginnings, according to policies and procedures.
3. Responsible for assisting the Lead 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, including developmentally appropriate practices.
4. Assures parents or designee sign-in and out on a daily basis by greeting each child and parent individually at time of arrival and departure.
5. Participates in staff meetings, center activities, and staff development.
6. Assists Lead Teacher in reviewing the progress of each child and developing Child Portfolios and individual plans to promote each child's growth and development.
7. Maintain a well-organized, safe and attractive classroom environment conducive to the optimal growth and development of children.
8. Develop a positive relationship with each child and promote the development of self-esteem and self-discipline.
9. 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
10. Observe each child daily to assess skills, interests, and needs and use this information to facilitate learning and growth.
11. Establish a positive relationship with each child's family and share information about the child's day at the Center.
12. Assist the teacher in conducting home visits and staff/parent conferences.

13. Assist teacher in the full implementation of Individual Family Service Plans (IFSPs) or Individual Education Plans (IEP)'s and inclusion of children with disabilities and special needs.
14. Responsible for assisting Lead Teacher in implementing parent involvement activities.
15. Establish a positive relationship with each child's family and share information about the child's day at the Center with the child's parent(s).
16. Help maintain facility in a safe and satisfactory condition by completing daily health and safety checklists in the classrooms and playground. Keep abreast of current knowledge in the field of Early Childhood Education.
17. Assures Universal Precautions are kept at all times, including washing of hands upon entering classroom, after diapering, toileting, before and after meals, and after contact with bodily fluids.
18. Implements health procedures on a daily basis, including following medication administration procedures, tooth brushing, sanitation, and administering First Aid/CPR.
19. Assists with evacuation of children during fire drills, natural disasters, and any other emergencies, which may occur.
20. Keep abreast of current knowledge in the field of Early Childhood Education.
21. Maintains confidentiality of children and families at all times.
22. Perform other duties as required or assigned.

**QUALIFICATIONS:**

- Associate of Arts Degree: Early Childhood Development preferred. However, High school diploma or GED with a CDA or 15 credit hours in Early Childhood Education AND one year of teaching experience can be substituted for an Associate's degree.
- Must have strong early childhood education knowledge and have worked within the parameters of an evidenced-based curriculum.
- 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 willing to work flexible hours in order to meet the needs of the program.
- Knowledge of Head Start Performance Standards preferred.
- Documentation of Tuberculin-free condition and health screening on an annual basis.
- Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing.

**Physical Demands:**

- Be able to lift 25-50 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear and speak.

- Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.

**Employee Acknowledgment:**

The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at anytime. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Bright Beginnings is strictly on an at-will basis.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE