



JOB DESCRIPTION

<u>TITLE:</u>	Preschool Assistant Teacher
<u>DEPARTMENT:</u>	BumbleBeesRus
<u>REPORTS TO:</u>	Center Director
<u>REVIEW DATE</u>	December 5, 2012
<u>APPROVED BY:</u>	Board of Directors

General Purpose of the Job

Preschool teacher assistant helps the lead teacher in managing a classroom of children who are five years or younger.

Scope

To instruct and supervise children in social and developmental activities, assists in feeding and changing, and generally provide one-on-one attention when needed.

Essential Duties and Responsibilities

1. Assist the teacher in planning and maintaining a safe, clean, learning environment and in assuring the well-being and safety of the children in his/her care.
2. Follow the NYS Prekindergarten Foundation for the Common Core selected curriculum, all BumbleBeesRus policies and procedures and written lesson plan.
3. Plan activities for children, such as storytelling or art projects. He or she must help organize the classroom and plan intellectual activities for children, per the lead teacher's requests.
4. Organize and label materials and display students work in a manner appropriate for their eye levels and perceptual skills.
5. Exhibit a genuine nurturing, caring attitude to all children.

6. Maintain a positive, calm attitude and a soft voice, and encourages this attitude and voice in others working in the classroom.
7. Maintain a cooperative attitude of working together with the teacher, volunteers, parents, and program specialists in planning and implementing activities.
8. Assist teacher to implement the developmental assessment for each child to determine the child's strengths and areas in which each child may need help.
9. Plan and assist the teacher in preparing materials and supplies in advance for activities.
10. Assist the teacher in maintaining confidential child classroom portfolios, by collecting monthly samples of children's work.
11. Assist the teacher in maintaining a confidential assessment binder, consisting of developmental assessments, individual goals, and observations of progress toward meeting goals.
12. Assist children individually or in small groups in order to master assignments and to reinforce concepts presented by teacher.
13. Share in the development and implementation of written lesson plans with the teacher.
14. Assist the teacher in maintaining behavior management and supervision of children during all activities, as defined in the BumbleBeesRus Behavior Management Policy.
15. Protect all children from physical punishment or verbal abuse by anyone in any program activity, and immediately reports any such incident to the center director or person in charge.
16. Observe children to detect signs of illness, injury, emotional disturbance, learning disorder, speech problem, or other special needs, and immediately report observations to the teacher for follow up.
17. Observe children for any suspected or disclosed signs of child abuse or child neglect and as a mandated reporter follow the mandated procedure as defined by the BumbleBeesRus policy and procedure.
18. Sit with children during all meal times to provide a model for good nutritional habits.
19. Work cooperatively with the teacher as a team, to encourage the active participation of all parents in the program.
20. Assist the teacher in safeguarding all classroom supplies and equipment.

21. Assume the teacher's role in leading selected activities during designated parts of the class-day on a periodic basis for training purposes.
22. Attend all training opportunities as provided by BumbleBeesRus and all staff meetings called by the Center Director.
23. Attend training opportunities provided by other agencies as recommended by the Center Director.
24. Prepare needs list for supplies for relevant classroom; extra clothing, naptime supplies; art supplies/equipment, activity specific supplies as defined by teacher.
25. Assume the teacher's full role in the absence of the teacher and supervises the trained volunteer/substitute who will act as the Assistant Teacher during that period.
26. Assist the teacher in documenting accurate attendance records daily.
27. Become familiar with the teacher's written lesson plans, the daily schedule, methods for recording attendance, and all other daily duties of the teacher.
28. Perform any other task deemed necessary by the teacher and/or Center Director/designee.

CERTIFICATION

<p>_____ EMPLOYEE SIGNATURE</p> <p>_____ PRINT NAME DATE</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ CENTER DIRECTOR SIGNATURE</p> <p>_____ PRINT NAME DATE</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ EXECUTIVE DIRECTOR'S SIGNATURE DATE</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the Assistant Teacher(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. This job description can be amended at any time if needed.