

<b>Job Title:</b> DUAL School Assistant Teacher	<b>Reports to:</b> Early Care & Education Director & DUAL School Lead Teacher
<b>Department/Activity:</b> Early Care and Education	<b>Classification:</b> Exempt
<b>Supervises:</b> None	<b>Number of hours per Week:</b> 25
<b>Salary:</b> 17.50 Hourly Rate	
<b>Objective:</b>	
<p>The overall objective/mission of the DUAL School assistant teacher is to support the lead teacher in helping create a safe, nurturing, and developmentally appropriate classroom environment for all children in the program.</p>	
<ul style="list-style-type: none"> <li>• Welcoming children and families into a calm and safe environment.</li> <li>• Being present and engaged with children during school such as talking/creating/exploring with them. Always being on a child’s level during play.</li> <li>• Supporting ALL children through ALL domains of development.</li> <li>• Collaborating with lead teacher to recognize challenges that children are having as well recommend solutions.</li> <li>• Working closely with the lead teacher to observe what the children are interested in so that the lead teacher can plan curriculum based on development/interest.</li> <li>• Assisting/supporting the lead teacher during small group/large group activities by helping prepare materials and being aware of the whole group while the lead teacher is leading these activities.</li> <li>• Overseeing small groups of children during transitions to the playground/washing hands/back to the classroom.</li> <li>• Supporting children during daily routines such as: toileting, mealtimes, handwashing, drop off and pickup, etc.</li> <li>• Daily cleaning (mopping, sweeping, wiping down mirrors and countertops, cleaning toilets).</li> <li>• Daily cleaning of snack time dirty dishes.</li> <li>• Ordering and Picking Up Groceries</li> <li>• Preparing snack each day</li> <li>• Cleaning and inspecting playground daily</li> </ul>	
<b>Requirements:</b>	
<b>Education/Experience:</b>	
<ul style="list-style-type: none"> <li>• Personal commitment to strength-based, family/ child-centered practice</li> <li>• Degree in Early Childhood Care and Education preferred</li> <li>• Experience in Early Care and Education settings preferred</li> <li>• Demonstrates ability to interact with children in a developmentally appropriate manner as well as comfortably interacting with / support families.</li> <li>• Exceptional interpersonal, verbal, and collaboration skills.</li> </ul>	
<p>The above job description includes, but is not limited to, the above information. I have read the job description and have been given an opportunity to ask questions and offer suggestions. I understand that</p>	

I am responsible for the responsibilities listed, and that my performance of these responsibilities will be included in my performance evaluation.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_