

Assistant/ Substitute Teacher – Job Description

Qualifications:

- Must be at least 18 years of age
- Must have a high school diploma or its equivalent
- Must meet one of the combinations of education and experience as defined in rule 746.1015 of the *Minimum Standards for Child-Care Centers*
- Must be willing to undergo a criminal background check
- Notarized Licensing *Affidavit for Applicants for Employment* form
- Must maintain 24 annual clock hours of training as defined in rule 746.1301 of the *Minimum Standards for Child-Care Centers*

Prior to first day with students, employee must complete the following training:

- *Safe Environment* (as required by the Dallas Diocese)
- 8 hours of Pre-service Training (*Minimum Standards*) followed by 16 hours within the first 90 days of employment
- Complete Employee Orientation (*Minimum Standards*)
- Must be first aid and CPR certified, for infants, children and adults

The Assistant Teacher is responsible for providing a safe and developmentally appropriate preschool program in accordance with all relevant legislation, policies and procedures.

SCOPE

The Assistant Teacher will support the Lead Teacher with planning and implementing a program to teach young children. They must ensure the development and safety of these children in accordance with relevant federal, territorial and municipal legislation and policies. The Assistant Teacher will be respectful of children and parents, and ensure that equipment and facilities are clean, safe and well maintained. The Assistant Teacher will temporarily assume the Lead Teacher position and duties if the Lead Teacher is unavailable to fulfill those responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The teacher must have proficient knowledge in the following areas:

- child development and early education theories and practices
- safe and appropriate activities for children
- relevant legislation, policies and procedures to ensure that children are supervised and safe at all times
- an understanding of diversity and the cultural environment

Skills

The teacher must demonstrate the following skills:

- team building skills
- analytical and problem solving skills
- decision making skills
- effective verbal, listening and communications skills
- stress management skills
- time management skills
- teaching skills

Personal Attributes

The teacher must maintain strict confidentiality in performing the duties of an Assistant Teacher and must also demonstrate the following personal attributes:

- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- be consistent and fair
- be compassionate and understanding
- be able to build esteem while ensuring a safe and secure environment

RESPONSIBILITIES

1. Implement a developmentally appropriate preschool program for young children

Main Activities

- Implement activities to meet the physical, emotional, intellectual and social needs of the children in the program
- Provide adequate equipment and activities
- Ensure equipment and the facility are clean, well maintained and safe at all times
- Participate in various experiences and activities with children including songs, games and story telling
- Support culturally appropriate programs and activities
- Support activities that introduce math and literacy concepts
- Support policies and procedures including acceptable disciplinary policies
- Be familiar with emergency procedures

2. Supervise children in the preschool

Main Activities

- Ensure children are supervised at all times
- Build children's esteem
- Comfort children
- Establish routines and provide positive guidance
- Provide a safe and secure environment for children to feel comfortable
- Implement positive discipline when required
- Clearly and effectively communicate in a manner that children understand
- Observe children and make note of progress
- Integrate special needs children in a positive and respectful manner

3. Communicate with parents and members of the community

Main Activities

- Discuss children's development with parents as appropriate
- Discuss identified problems and needs with professionals as appropriate
- Participate in community activities
- Promote literacy and early education

4. Maintain program administration

Main Activities

- Keep parents informed of program expectations, program activities and their child's progress
- Maintain current, accurate and confidential client files

5. Perform other related duties as required

Physical Demands

Caring for children can be physically demanding. The teacher may be lifting and carrying children and equipment, and may spend time sitting on the floor or child sized furniture. The teacher will be expected to clean and maintain equipment and facility. The teacher may come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff and themselves.

Environmental Conditions

The teacher will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the teacher will have to supervise all children at all times.

Sensory Demands

The teacher may experience smells associated with toileting and children who are ill. There may be times that the environment is noisy and busy.

Mental Demands

Caring for children can be stressful. The teacher must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the teacher must be prepared to handle accidents and emergencies at any time.