

associate teacher job description

The following job description shall serve as a guideline for this person's qualifications, responsibilities, and requirements pertaining to this position. This description may not be inclusive of all duties to be assigned.

JOB SUMMARY:

Under the direction of the Lead Teacher, the Associate Teacher is responsible for creating and maintaining a safe, creative, respectful and developmentally appropriate learning environment and experience for children and families. Assists Lead Teacher in curriculum planning, interactions with students, communication with parents, assessment of the development of the children and maintenance of the learning environment.

KEY RESPONSIBILITIES:

- Under the direction of the Lead Teacher, plan and implement classroom programming and instruction in accordance with the policies and philosophy of the Bel Air Presbyterian Preschool.
- Under the direction of the Lead Teacher, create and maintain a learning environment focused on the needs of the individual child with consideration for their cultural and socio-economic background, interests, special needs and talents, and individual style and pace of learning within the context of "typical expectations and development".
- Follow and demonstrate sound health, safety and nutritional practices.
- Under the direction of the Lead Teacher, make observations and evaluations for each student using the Bel Air Presbyterian Preschool's assessment tool, in alliance with Bel Air Presbyterian Preschool's *Early Learning Standards* and Annual Portfolio Plan.
- Meet with Lead Teacher regularly to receive feedback and implement any changes needed in the coordination of program, assessment, environment, relationship and curriculum plans and to discuss daily concerns regarding team, children, and/or parents.
- Become acquainted with and build a relationship with each of the children and their families.
- Act as a Mandated Reporter with appropriate agencies in instances of any suspected incidents of child abuse and neglect.
- Be familiar with and maintain licensing and accreditation standards.
- Use discretion and maintain client confidentiality.

MINIMUM JOB REQUIREMENTS:

- Must hold Bachelor of Arts (BA) or Bachelor of Science (BS) in Child Development, Early Childhood Education, or Human Development (or other closely related field).
- 12 Core units Early Childhood Education and working toward 24 units.
- Current Early Childhood Teachers Permit issued by the California Commission on Teacher Credentialing (CCTC) to include fifteen (15) postsecondary semester or twenty-four (24) completed postsecondary semester or equivalent quarter units in early childhood education or child development (3 units in Infant & Toddler as required).
- Have work experience in a licensed and nationally accredited childcare center.
- Under California law, all applicants are required to pass a background check.
- Required to pass a physical medical examination with clearance to work with young children including the clearance of a TB test.
- Must always maintain a current Pediatric CPR and First Aid certificate.
- Christian commitment – an acknowledgement of faith in Jesus Christ as Lord and Savior

PHYSICAL DEMANDS & WORKING CONDITIONS:

- Must have ability to lift and carry children aged 12 weeks to 6 years old as well as some equipment.

- Must have ability to spend time sitting on the floor and working at a child's level.
- May come in contact with children who are ill and/or contagious.
- May need to assist in toileting and pediatric first aid.