

**October 2016**

**JOB TITLE:** Assistant Teacher (3-5 yr olds)

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Head Teacher

**POSITION SUMMARY:**

Under the general supervision of the Head Teacher is responsible for providing an overall classroom environment that reflects the agency's population and that is conducive to education and socialization.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Promotes recognition, acceptance and positive interactions among children and staff.
2. Monitors overall health and safety of all children on a daily basis and reports any signs of illness, injury or possible abuse to the Education Coordinator.
3. Meets with Education Coordinator on a regular basis for supervision and support.
4. In conjunction with the classroom team, supervises all of the children's activities, modeling respect and acceptance of each child as an individual.
5. In conjunction with the classroom team, completes all screenings and assessments.
6. In conjunction with the classroom team, plans, prepares and implements developmentally appropriate child-initiated and teacher-directed activities for individuals and small/large groups of children. Activities should address:
  - needs identified in the assessments
  - promote multiculturalism
  - present challenges
  - develop critical thinking skills
7. Implements the Head Start standards, NAEYC criteria and the Creative Curriculum.
8. In conjunction with the classroom team, identifies children who may need more specialized services and with the assistance of Mental Health Consultant, aids parents in the provision and follow up of these services.
9. In conjunction with classroom teaching team, responsible for classroom equipment and supplies, reporting repair and maintenance needs to Maintenance staff and documenting reports.
10. Assists in assessing what supplies are needed within the established classroom budget.

11. Meets with classroom team weekly to complete lesson plans and discuss individual children's needs and how to best address those needs.
12. Attends weekly staff meetings, in-service trainings, CPS training, and other appropriate child development conferences/workshops, upon approval of the Education Coordinator.
13. Assists in the completion of the annual program self evaluations (DFSS, Board of Ed.)
14. Welcomes parents into the classroom, develops a positive relationship with them and provides experiences and activities for them that enhance their roles as the primary influence in their child's growth and development. These experiences/activities will include participation in parent meetings/workshops, bi-monthly as well as parent-teacher conferences, and home visits when indicated. Must be available for formal and informal conferences on a daily basis.
15. Assists Head Teacher in obtaining all required classroom parental signatures such as on all incident reports and field trip permission slips.
16. Informs parents about daily classroom routine, expectations, policies, field trips, and volunteer opportunities.
17. Develops each child's cognitive skills, including long-range development, language, social/emotional development and motor skills development.
18. Completes required paperwork on a daily basis, including child observations and ensure that education folders are up to date and accurate. Assures timely completion of all required records and documentation related to our funding sources, including:
  - ESI-R screening, Creative Curriculum, Ages and Stages Questionnaire, Ages and Stages SE Questionnaire
  - anecdotal records / observations (daily)
  - attendance records (daily)
  - monthly reports
  - annual evaluations
  - documenting individual/family needs and referrals given
  - submitting itemized receipts for all program purchases/expenses
  - volunteer time sheets, etc.
19. Assists Head Teacher with the creation of weekly lesson plans and submits to Education Coordinator (or Supervisor if no Education Coordinator) by 3pm on Thursdays and post lesson plan in classroom with any correction by Education Coordinator or Supervisor in classroom by 9am on Mondays.

20. Implements and models family style eating during meal times and completes meal participation forms and personnel activity reports for Child and Adult Care Food Program.
21. Responsible for the program complying with El Hogar's, the Illinois Board of Ed's and all City and State licensing requirements and Head Start performance standards, including:
- promoting the health and safety of all the children
  - following sanitation procedures and universal precautions
  - completing a bi-annual physical exam
  - complying with the Confidentiality and Child Abuse and Neglect Acts as a mandated reporter
  - complying with the American's with Disabilities Act
22. Other duties as assigned.

**POSITION REQUIREMENTS:**

- Bachelor's Degree in Early Childhood Education or Child Development  
AND
- Bilingual (Spanish) preferred.
- Physical constraints required include but are not limited to: the ability to lift and carry children and other items weighing up to 50 pounds, and the use of arms, hands, legs and feet with or without corrective devices to accomplish the job, including evacuation of the building during emergencies.
- Exhibits sincere interest in working with children and is knowledgeable regarding children's development and growth.
- Provide proof of eligibility to work in the U.S.
- Ability to respond immediately to any emergency situation.

In addition, must demonstrate the following qualities: self-motivated, self-directed, follows directions, has good judgment, creative, reliable, and dependable. In additions, exhibits sincere interest in helping children.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain confidentiality.
- Excellent oral and written communication and presentational skills.
- Demonstrated capability to interface and maintain effective relationships with administration, staff, consultants, regulators and founders in a team-oriented environment.
- Capacity to assume responsibility for own professional development.
- Detail oriented, logical, and methodological approach to problem solving.
- Ability to plan and schedule the work of others.

- Flexible, with the ability to work in a highly demanding, stressful environment.
- Proficiency using word-processing system.
- Ability to cooperate successfully as a member of a team.
- Ability to communicate effectively with others, including giving and receiving feedback on the quality of services.
- Meet any specific content area requirements.

#### Language Skills

- Ability to read and speak English proficiently.
- Bilingual (Spanish) preferred.

#### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk, hear and see.
- The employee frequently is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision requirements include the ability to see at close range.
- At times, may require more than 40 hours per week to perform the essential duties of the position.
- Fine hand manipulation (keyboarding).
- Transportation time spent commuting to trainings, in-services, and home visits.

#### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Internal office space and classrooms.
- The noise level in the work environment is usually moderate to high.

#### **ACKNOWLEDGEMENT:**

Documentation of U.S. citizenship or eligibility to work in the U.S.

Upon offer of employment, applicants must complete all forms related to hiring, including El Hogar's application and employment status and 3 letters of recommendation. In addition,

applicants must be able to pass a Criminal Background Check, Fingerprinting and a Child Abuse and Neglect Background Check which are required by DCFS. All qualified applicants will be considered for employment without regard to race, ethnicity, religion, gender, sexual orientation, national origin or disability.

I, \_\_\_\_\_, have read the above job description and hereby agree to carry out the responsibilities required of this position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness By