

Assistant Early Childhood Teacher

\$16.97-19.60/hour

Full time or Part time

The Assistant Early Childhood Teacher is responsible for the general supervision, management, care, and education of a group of toddler - or preschool-age children. This position acts as a part of a team; the team equally plans and implements curriculum as well as works with parents and families to assess and meet the needs of individual children.

Qualifications:

The person selected for this position must be able to meet the requirements of a Level 2 Early Childhood Professional Credential 3.0 per Colorado state rules and regulations. Interested candidates may view the ECPC3.0 worksheet here:

<https://drive.google.com/file/d/10FQQw4q0G01W9Ssczs0o1Kkit2HhkbFV/view>

Additionally, this person must be a sensitive, mature individual who is able to relate well to both young children and adults.

Responsibilities:

Responsibilities will include, but will not be limited to, the following:

Establish and maintain a healthy environment

- Assist in maintaining appropriate room arrangements to support classroom and individual child goals
- Promote healthy eating practices, proper handwashing techniques, use of tissues, etc.
- Implement the safety policies of the center (e.g. ratios)
- Assist in maintaining an organized, stimulating, and developmentally appropriate learning environment
- Assume an equal share of housekeeping and cleaning tasks with other staff

Advance physical and cognitive development

- Supervise and implement classroom environment, materials, schedule, and activities in accordance with the Creative Curriculum, as planned with Early Childhood Teachers
- Use equipment and materials for indoor and outdoor play that promote children's development of gross motor skills
- Promote an inclusive curriculum that meets the needs of individual children with concern to their interests, abilities, and cultural and socioeconomic backgrounds
- Implement experiences that promote intellectual development, fine motor skill, and language development

Support social and emotional development and provide positive guidance

- Treat each child with dignity and respect, valuing their emotions and perspectives
- Use and promote positive guidance techniques
- Establish routines with structured transitions
- Communicate with children at their developmental level
- Encourage children to be independent and affirm their capability
- Interact with children (HAVE FUN!!)

Nurture positive and productive relationships with families

- Relate positive experiences from the day to parents/guardians and provide support for raising children at different developmental stages
- Promote communication with parents through daily notes, monthly newsletters, bulletin boards, documentation boards, and informal conversations
- Welcome new families into the classroom and school community
- Encourage parent participation by providing a variety of ways that families can participate in the program

Ensure a well-run, purposeful program responsive to participant needs

- Assess program supplies and materials as needed
- Coordinate with and help supervise substitutes, floats, and volunteers
- Meet with classroom team to assess children's needs and developmental progress using TS Gold
- Meet with team to assess classroom needs

Maintain a commitment to professionalism

- Promote EVCCA's philosophy (Reggio Emilia) and educational objectives (Teaching Strategies)
- Follow NAEYC's Code of Ethical Conduct and Developmentally Appropriate Practice
- Engage in ongoing professional development to improve personal and professional skills
 - 15 clock hours of training required per calendar year per Colorado state rules and regulations
- Attend staff meetings, parent nights, and in-service trainings provided by EVCCA

(Signature)

(Date)