

Temporary/Student Worker Assistant Teacher Job Description

Job Summary

Main role is to assist the lead teachers in day to day operations of the Children's Center.

Scope

Primarily the student workers work in the Children's Center. Work contacts may include administrators, faculty, staff, other students and the public. Equipment used includes but is not limited to standard office equipment, playground and developmental equipment, kitchen appliances and equipment, tape and CD player, and television, VCR and DVD players.

Supervision Received

This position reports to an assigned Lead Teacher; received general direction regarding routine standard matters; specific instructions regarding non-routine and highly sensitive matters.

Representative Duties

Provides encouragement, care, and protection of children in accordance with individual needs; assists in implementing a developmental program of recreational and educational activities; brings to the attention of the teacher or Director any individual adjustment problems of children; aids children in eating, dressing, and other activities to foster appropriate habits; makes daily observations of the health of the children and reports any condition needing attention; administers first aid when needed; assists in maintaining progress records on the emotional, physical, social, and intellectual development of children; performs food preparation and housekeeping duties as assigned; participates in courses, meetings, and workshops related to child care and development; performs related duties as assigned.

Knowledge and Abilities

Ideally the job candidate would be pursuing a degree in education or has a degree, certificate or CDA in Early Childhood or related field. Knowledge of: child development, recreational and educational activities appropriate to preschool children; first aid

Ability to: interpret written documents; maintain accurate records; prepare meals; provide under direction a wide variety of positive stimulating experiences for children; communicate effectively and establish cooperative working relationships.

Training and Experience

Any combination of education, training, and experience that provides the required knowledge and abilities. An example of this would be experience in a childcare program and must meet NAEYC accreditation requirements.

Special Conditions of Employment

Position requires Arizona State certification in CPR, a current First Aid certificate and meets NAEYC accreditation requirements.

Working Conditions

Positions in this classification may be exposed to infectious diseases, and must be able to lift and carry small children as needed. Some positions may require a Class D Driver's License.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.