



| | | |
|---|---|---|
| DATE: April 11, 2012 |  Telamon Corporation Transition Resources Corporation | JOB CODE: 519-524 STATUS: Non-Exempt GRADE: 5/6/7/8/9/10 WORKERS COMP CODE: 8869 |
|---|---|---|

- I. POSITION TITLE:** Assistant Teacher
(Note: You must customize information in Sections II and III to identify the supervisor/supervised position (s) in your center. This may be accomplished by changing the font of the identified position(s) to bold.)
- II. IMMEDIATE SUPERVISOR:** Education Specialist, Education/Disabilities Specialist, Center Director, Lead Teacher.
- III. TITLE OF POSITIONS SUPERVISED:** None
- IV. MAJOR OBJECTIVES:** Assists the teacher in planning and implementing individualized education programs for each child. Assists the teacher in record keeping, observations, assessments and screenings of enrolled children. Performs the duties of Bus Monitor as assigned.
- V. ESSENTIAL DUTIES AND RESPONSIBILITIES:**
1. Assists the teacher in planning and implementing individualized education programs for each child.
 - a. Participates in the development of weekly activity plan and program activities consistent with Education Plan. Assists the Teacher in implementing a good balance of child-directed and teacher-directed activities.
 - b. Provides healthy and safe activities that are developmentally and age appropriate.
 - c. Communicates positively with staff, parents and children who participate in the program.
 - d. Assists with enrichment projects through planned field trips, and class projects that are developmentally appropriate.
 - e. Assists with playground supervision.
 - f. Participates in staff meetings, parent meetings, training sessions and all relevant center activities.
 - g. Assists with custodial duties of the classroom.
 - h. Assumes responsibilities for the classroom in the Teacher's absence.
 - i. Assists in parent engagement and mobilization of matching/in-kind funds.
 2. Assists the teacher in record keeping, observations, assessments and screenings of enrolled children.
 3. Performs the duties of Bus Monitor as assigned.
 - a. Assists Bus Driver in providing safe transportation for the children by ensuring:
 - 1) All children are seated at all times while the bus is in motion.
 - 2) All children are wearing seat belts or secured in an approved child restraint system.
 - 3) All children enter and exit the bus safely.

| | | |
|---|--|---|
| DATE: April 11, 2012 |  Telamon Corporation Transition Resources Corporation | JOB CODE: 519-524 STATUS: Non-Exempt GRADE: 5/6/7/8/9/10 WORKERS COMP CODE: 8869 |
|---|--|---|

- b. Maintains a positive social environment conducive to learning on the bus.
- c. Provides conversation and appropriate activities for children during the bus ride.
- d. Assists Bus Drivers in maintaining a clean, safe bus.
- e. Conducts thorough inspection of bus to ensure all children have exited.
- f. Assists in meeting physical needs of children.

4. Related duties as assigned.

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


Job Code: 519 (5) Level 2: High School diploma or General Education Development Diploma (GED) and experience working with young children. No citations for child abuse and neglect. Bilingual ability in Spanish/English preferred.** Willingness to participate in career development plan to meet requirements of Level 3.

Job Code: 520 (6) Level 3: Preschool Child Development Associate (CDA) credential and experience working with young children. Ability to work and cooperate with others. No citations for child abuse and neglect. Bilingual ability in Spanish/English preferred.**

Job Code: 521 (7) Level 4: Fifteen credits towards Associate degree (AA) in ECE or related field* and Preschool CDA credential. Experience working with young children. Ability to work and cooperate with others. No citations for child abuse and neglect. Bilingual ability in Spanish/English preferred.**

Job Code: 522 (8) Level 5: Thirty credits towards Associate degree (AA) in Early Childhood Education or related field* and Preschool CDA. Experience working with young children. Ability to work and cooperate with others. No citations for child abuse and neglect. Bilingual ability in Spanish/English preferred.**

Job Code: 523 (9) Level 6: Forty-five credits toward Associates Degree (AA) in Early Childhood Education or related field* and Preschool CDA. Experience working with young children. Ability to work and cooperate with others. No citations for child abuse and neglect. Bilingual ability in Spanish/English preferred.**

| | | |
|---|---|---|
| DATE: April 11, 2012 |  Telamon Corporation Transition Resources Corporation | JOB CODE: 519-524 STATUS: Non-Exempt GRADE: 5/6/7/8/9/10 WORKERS COMP CODE: 8869 |
|---|---|---|

Job Code: 524 (10) Level 7: Associates degree in Early Childhood Education or related field* and experience working with young children. Ability to work and cooperate with others. No citations for child abuse and neglect. Bilingual ability in Spanish/English preferred.**

*Degree in a related field is defined as an associate, baccalaureate, or advanced degree in a field other than child development or early childhood education that either includes or is supplemented by six college courses (2-3 semester credits each) in child development or early childhood education focusing on children birth to age five.

**Language requirement is preferred. [Supervisor may change this to required as vacancy is posted if needed to meet one bilingual per classroom requirement.]

VII. CERTIFICATES, LICENSES, REGISTRATIONS: First Aid and CPR

VIII. PHYSICAL REQUIREMENTS: The physical demands described here represent 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.

Must pass physical and TB test. Ability to: Complete basic paperwork, solve problems, communicate effectively, engage in occasional light lifting, pushing, carrying and pulling tasks. Must be able to move and play with small children indoor/outdoor.

IX. WORK ENVIRONMENT: Office, child care environment. Dress according to policy.

X. SAFETY REQUIREMENTS: Telamon Corporation is committed to the highest safety standards. The responsibilities of the position include compliance with all company and government safety regulations and procedures.

XI. DISCLAIMER: The statements in this job description are intended to describe the general nature and level of work required by this position at this time. However, it is not an all-inclusive list. The Corporation retains the discretion to add to or change the duties of the position at any time.

