

POSITION DESCRIPTION

JOB TITLE: Assistant Teacher, Included Pre-K

DEPARTMENT: Education

REPORTING TO: Lead Teacher

DOL STATUS: Non-Exempt

Summary Statement: To support the lead teacher in implementing an effective voluntary pre-k program that embraces children with and without disabilities.

Essential Functions:

- Provide a safe and healthy environment for young children
- Plan, implement and participate in educational activities for young children to promote the cognitive, social, emotional and physical development of each child
- Support and provide classroom instruction during the school year using a curriculum approved by the Duval County Early Learning Coalition
- Participate in consistent data collection systems to monitor student progress, tracking and communicating developmental milestones.
- Implement a full day of activities during the school year and during school vacations/holidays that include reasonable early drop off and late pick up opportunities for parents and guardians
- Comply with all DCF regulations and policies
- Work collaboratively with other educational aides
- Follow a consistent schedule which include small and large group experiences for each child
- Supervise and monitor children at all times
- Communicate effectively and respectfully with parents and guardians
- Provide positive guidance to children including redirecting, positive language and positive reinforcement
- Keep records consistent with relevant educational laws and regulations and policies and procedures of the Early Learning Coalition
- Recognize, document and report suspected children abuse and neglect, illness and accidents
- Maintain confidentiality concerning child issues and handle information in an appropriate manner

Secondary Duties Include (but not limited to):

- Attend job-specific trainings, including 40-hour DCF training, for professional growth.
- Partner with Hope Haven colleagues to ensure maximum educational impact in the classroom
- Participate in staff meetings whenever possible

- Other duties as assigned by the Lead Teacher

Qualifications: (minimal knowledge/experience):

- Associate Degree in Early Childhood Education/ Child Development or a related field.
- Twenty-one years of age or older
- Minimum of two years related experience in an educational setting
- Experience with pre-kindergarten students
- Effective verbal and written communication skills
- Strong organizational skills
- Ability to respond quickly and appropriately to an emergency or crisis situation.

Tools and Equipment Used:

General office equipment: computers and printers, copier, and fax machine, overhead projector, PowerPoint equipment, and audio-video machines.

Physical Requirements:

- Frequent changing of sitting and standing positions throughout working hours
- Lifting up to approximately 15-20 pounds
- Ability to bending, kneel and squat repeatedly
- Visual requirement equal to that of one whose work deals largely with computer terminals, analyzing data and figures, transcriptions, etc.
- Talking to convey detailed or important spoken instructions accurately
- Typing for sustained periods of time
- Ability to drive to alternate locations

Working Conditions:

1. Work is performed primarily indoors with occasional outdoor activity