



ASSISTANT TEACHER POSITION DESCRIPTION

Mini University employs Assistant Teachers who are professional, knowledgeable, nurturing and genuinely dedicated to achieving positive child outcomes. We are an Equal Opportunity Employer who requires the following characteristics of all team members regardless of the job assignment:

- *Dedication and commitment to our Core Values: Collaboration, Respect, Excellence and Learning.*
- *A strong work ethic and willingness to be a contributing member of the Mini U. TEAM.*

Summary of Position: <i>Professionals Caring About Your Child’s Education</i>
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This is the motto that has served Mini University well for 20 years. Each word indicates the significant role an Assistant Teacher accepts when joining the Mini U Team. Assistant Teachers are responsible for supporting the emotional and educational needs of young children. They must assist Teachers with intentionally preparing and maintaining an enriched learning environment. They help the Teacher assess the needs of each child in their class, and then use this assessment data to differentiate and individualize instruction to support each child’s developing skills and knowledge. Assistant Teachers are held accountable for nurturing children, responding to their interests and needs, and making learning meaningful. They assist the Teacher in implementing the curriculum, and work with diverse families, administrators and team members.

Assistant Teachers are expected to maintain a very high level of quality and excellence in early care and education by being able to understand, articulate and meet the standards, criteria and guidelines outlined in the following:

1. **ALL ASSISTANT TEACHERS:** Ohio Department of Job and Family Services (ODJFS) Child Care Licensing Regulations <http://jfs.ohio.gov/cdc/providers.stm>; Step Up to Quality www.stepuptoquality.org; and the National Association for the Education of Young Children (NAEYC) Accreditation Standards and Criteria <http://www.naeyc.org/academy/NAEYCAccreditationCriteria.asp>
2. **INFANT/TODDLER:** Resources for Infant Educators (RIE); Ohio’s Infant & Toddler Guidelines <http://jfs.ohio.gov/cdc/InfantToddler.pdf> and Creative Curriculum for Infants, Toddlers & Twos
3. **PRESCHOOL:** Creative Curriculum for Preschool; CLASS Quality Teaching Dimensions www.myteachingpartner.com; Ohio Early Learning Content Standards and Ohio’s Early Learning Initiative (ELI) Program Guidelines www.ode.state.oh.us
4. **KINDERGARTEN:** Ohio Kindergarten Content Standards; Creative Curriculum
5. **SCHOOL AGE:** Ohio Content Standards

The profession of Early Childhood Education is rapidly changing in Ohio and across the country. Assistant Teachers must make a commitment to staying abreast of these changes by reading the latest research on achieving positive child outcomes and being willing to try new strategies to best serve the needs of young children and their families. It’s an exciting time to be an Assistant Teacher of young children. Each day you should laugh, play, grow and learn as you nurture and teach young children.

EDUCATIONAL REQUIREMENTS:

Entry Level

Educational Goals

State of Ohio Certificate of Training
(45 in-service hours)

Step 1: Child Development Associate (CDA) - To be completed within 2 years of hire date.

Step 2: Associate degree in CD/ECE/ECSE* (only required for Assistant Teachers who want to be eligible to apply for a Teacher position in the future.)

*CD/ECE/ECSE = Child Development/Early Childhood Education/Early Childhood Special Education
M196 - AT Job Description Forms & Policies-Personnel

Basic Health Training - current certification in each of the following areas: Pediatric First Aid, CPR, Child Abuse Recognition & Prevention, and Common Childhood Illnesses. Applicants without certification in these areas may still be considered for this position, however, if hired, certification in these areas is required within the first 60-90 days of employment. ***Assistant Teachers must always maintain current certification in all of these classes.***

Continuing Education & Professional Development (PD) - If hired, Mini University's Assistant Teacher PD Summaries will be used to guide future professional growth. Assistant Teachers are required to obtain a CDA or equivalent** within 2 years of hire to meet all regulatory requirements from the Ohio Department of Job and Family Services (ODJFS) and the National Association for the Education of Young Children (NAEYC).

**CDA equivalency is equal to 12 college semester hours or 20 college quarter hours in CD/ECE/ECSE.

PHYSICAL REQUIREMENTS of the ASSISTANT TEACHER POSITION:

Assistant Teachers must:

1. Be willing and able to impart information and orally communicate with children, families and others.
2. Be willing and able to understand and respond to oral communications and directions.
3. Be willing and able to read, write, understand and respond to written instructions, communications and materials.
4. Have the capacity to ensure the safety of, observe, and assess all situations involving a child, a group of children and co-workers.
5. Have mobility, strength, and dexterity to be able to lift a child weighing up to 40 pounds; interact at each child's level; and retrieve children who wander and/or run from the group.
6. Be willing and able to drive a vehicle or bus, safely transporting up to 30 children. Driving a vehicle or bus may require a CDL.
A Bureau of Motor Vehicles report is required by the insurance company and will be conducted to ensure all potential employees required to drive have a good driving record and are at least 25 years of age. The insurance company reserves the right to exclude applicants based on their driving record.

DUTIES and RESPONSIBILITIES:

1. Relationships

The greatest indicator of a quality program is the quality of the interaction between teaching staff and children. An Assistant Teacher's responsibility is to use environment, relationships and experiences to facilitate the positive development of children. The Assistant Teacher must assist in:

- a) interacting frequently and respectfully with all children.
- b) encouraging independence and the use of language.
- c) respecting and building positive relationships with children and families.
- d) creating a positive emotional climate.
- e) facilitating positive peer interactions.
- f) creating a predictable, consistent and harmonious classroom.

2. Curriculum, Assessment & Teaching

Creative Curriculum is the written, research-based curriculum used in all Mini University classrooms for children birth-Kindergarten. The Assistant Teacher must assist in:

- a) responding to children's interests and needs.
- b) implementing lesson plans based on children's interests and a knowledge of each child's assessment and screening data; including acquiring a general understanding of the Developmental Continuum of Creative Curriculum, Ohio's Infant & Toddler Guidelines, and Ohio's Early Learning and K-3 Content Standards (Preschool, Kindergarten, School Age).
- c) observing each child's progress, and when directed may contribute to the Written Observations of Children (WOC).
- d) implementing curriculum that advances all areas of children's learning and development, including physical, social, emotional, and intellectual competences.
- e) implementing a developmentally appropriate, high quality program for the children in the group, making reasonable accommodations for children with special needs.
- f) the implementation of Individual Family Service Plans (IFSP's) or Individual Education Plans (IEP's) for children with special needs.
- g) using care-giving routines such as those related to diapering, toileting, feeding, eating, sleeping, hand washing, tooth brushing and transitioning between activities, as "teaching opportunities" and to foster child/teacher bonding.
- h) teaching children to deepen their understanding and build their skills and knowledge.
- i) creating caring communities for learning based on each child's needs.
- j) supervising children to ensure their safety at all times.
- k) using time, grouping, and routines to make learning meaningful and to achieve educational goals.

The Assistant Teacher must also work to improve her skills by becoming familiar with the Quality Teaching Dimensions as defined by the Classroom Assessment Scoring System (CLASS).

3. Physical Environment & Health

The Assistant Teacher must assist in:

- a) maintaining the classroom inventory of educational resource materials and equipment, alerting an administrator to replacement needs.
- b) safely using indoor physical activity areas and outdoor play areas.
- c) daily maintenance and cleanliness of the classroom including following all required sanitation guidelines for washing toys, equipment, cots/cribs, bedding, etc. as required.
- d) following established guidelines to determine when a child is sick and needs to be sent home.
- e) reporting suspected incidents of abuse to a supervisor, center administrator, and other appropriate agencies.
- f) implementing all required emergency plans.
- g) ensuring all Support Staff and Substitutes in the class frequently wash their hands.

- h) following all field trip, safety and transportation regulations during field trips and other routine trips or transportation to and from school.

4. Families & Partnerships

The Assistant Teacher must assist in:

- a) communicating with families on a daily basis to ensure they are kept well informed about the program and about their child's needs and progress.
- b) providing an open environment in which families feel comfortable sharing information about their child, their family and their culture.
- c) respecting and maintaining confidentiality at all times.
- d) providing opportunities for families to be actively involved in the class and program.
- e) supporting children and families transitions from one classroom to the next and to/from our program to other programs or schools.
- f) linking families to services and community partners to support them in getting any additional assistance for their child or family as needed.
- g) using the resources of the community and the families in the class as an integral part of the curriculum and children's learning experiences.

5. Professional Development

The Assistant Teacher is strongly encouraged to be an active member of the Dayton Association for Young Children (DAYC) and other professional organizations, including registering on the Ohio Professional Development Network www.ohpdnetwork.org The Assistant Teacher must also:

- a) actively participate in approved professional development and specialized training, staff meetings, and reading professional literature and research to stay current in our profession.
- b) demonstrate high personal integrity and a commitment to NAEYC's Code of Ethical Conduct.
- c) complete on-going professional educational requirements as outlined in the PD Summaries, including meeting the Timeline for Teacher Qualifications which requires all Assistant Teachers to earn a CDA or equivalent within their first 2 years of hire.

6. Additional Duties and Responsibilities of the Assistant Teacher

- a) assume the position of the Teacher in his/her absence.
- b) effectively communicating with parents, supervisors, and visitors.
- c) direct the activities of Support Staff and substitute teachers and all others assigned to work with the group in the absence of the Teacher.
- d) assist the Teacher in keeping accurate records of children's attendance and progress and completing these records and other assigned written reports in a timely manner, effectively using I-PLAN time.
- e) contributing and participating as a TEAM player by exemplifying our core values of collaboration, respect, excellence and learning in all aspects of his/her work, including contributing to the ongoing team building activities and positive climate of the center.
- f) ensuring all ODJFS licensing regulations, SUTQ benchmarks and NAEYC Accreditation criteria and standards are in compliance and fully met at all times.
- g) Other duties as required.