

## **BRIGHT BEGINNINGS JOB DESCRIPTION**

**TITLE:** Assistant Teacher/Preschool

**FLSA:** Non-exempt

**REPORTS TO:** Lead Teacher

**SALARY RANGE:**

**EMPLOYER PAID BENEFITS:** Health, Disability, Annual and Sick Leave

### **A: POSITION SUMMARY:**

Responsible for assisting the Lead Teacher in developing and implementing a program of activities that promotes the social, emotional and physical development of each child enrolled in a group in accordance with Head Start and Title 29:DCMR Performance Standards. The duties and responsibilities will be carried out under the direction of the Lead Teacher.

### **B: RESPONSIBILITIES AND DUTIES:**

- Assist Lead Teacher in maintaining records on each child's progress and development for the purpose of planning and compliance with Head Start Standards.
- Responsible for assisting the teacher with the full implementation of Head Start, NAEYC, and Title 29: DCMR performance standards, policies and procedures, regulations and guidelines in the day-to-day operation of an early childhood development center (3 years-5 years of age) including developmentally appropriate practices for a pre school program.
- Participate in staff meetings, center activities, and staff development.
- Assist Lead Teacher in reviewing the progress of each child and developing written plans to promote each child's growth and development.
- Maintain a well-organized, safe and attractive classroom environment conducive to the optimal growth and development of children.
- Develop a positive relationship with each child and promote the development of self-esteem and self-discipline.
- Assist Lead Teacher in planning and implementing the daily program of activities based on principles of child development and in accordance with the program's curriculum
- Observe each child daily to assess skills, interests, and needs and use this information to facilitate learning and growth.
- Establish a positive relationship with each child's family and share information about the child's day at the Center.
- Assist the teacher in conducting home visits and staff/parent conferences.
- Assist teacher in the full implementation of IEP's and inclusion of children with disabilities and special needs.
- Responsible for assisting Center Director and teacher in implementing parent involvement activities.
- Perform other duties as required or assigned.

**C. QUALIFICATIONS:**

- High school diploma or GED.
- CDA or 15 credit hours in Early Childhood Education.
- Associate of Arts Degree: Early Childhood Development.
- Minimum of 6 months-1 year teaching experience. Experience with at-risk children is preferred.
- Must demonstrate experience and interest in working with young children, parents, and volunteers.
- Must demonstrate a strong knowledge of appropriate practices in early childhood development including working with parents.
- Must demonstrate success in working as a member of a team.
- Must have effective and strong communication skills (orally and written).
- Must demonstrate the ability to work well with young children.
- Must be able to supply a yearly certificate of good health.
- Must be willing to work flexible hours in order to meet the needs of the program.
- Knowledge of Head Start Performance Standards preferred.

**D. PHYSICAL CAPABILITIES:**

- Be able to lift 25-30 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear, speak with children to ensure children's health and safety

**E. OTHER:**

- Documentation of Tuberculin-free condition
- Criminal Background Check

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE

Bright Beginnings Inc.  
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Equal Opportunity Employer and Provider.

Revised: 3/2005