



Preschool Teacher/Assistant/Sub

Department: Children Services

Hours: Part-Time - Must be available Monday-Friday; 6:30 am- 6:00 pm (hours will vary)

Description of Position: The Assistant Teacher is responsible for providing for the care, safety, and well-being of the children assigned to the classroom; supporting early learning experiences while using Creative Curriculum in the classroom. Responsible for implementing and following Childcare Licensing regulations, Head Start Performance Standards, Paths to Quality/NAEYC criteria, TradeWinds policies, procedures and guidelines in the day-to-day operation of the classroom.

The Assistant Teacher assists in preparing the classroom materials and plans providing quality learning experiences for young children with and without special needs. Assist in maintaining records on each child's progress and development for the purpose of planning and utilization of Teaching Strategies Gold. Utilizes positive discipline to guide the child's behavior in positive ways that support total growth and development, and promote self-esteem; Must work collaboratively and maintain an open, friendly, and professional relationship with the teachers, family members, and other staff to achieve positive outcomes for children of all abilities.

Qualities the candidate must have:

- Effective organizational, time management and multi-tasking skills
- Genuine commitment to education and learning
- Possess excellent judgment as well as problem-solving/decision-making ability
- Positive attitude

Additional Responsibilities: Assistant teacher must obtain at least 20 hours of professional development a year, including attending meetings and training, and maintaining the appropriate competencies and abilities as required by the position; training may occur in the evenings or on weekends, or online.

Education Requirements: Minimum CDA, Preferred Associate's or Bachelor's Degree in Early Childhood Education or Elementary Education; Experience working with children with special needs preferred.