

Assistant Teacher

Job Description

The Assistant Teacher supports the Teachers and the Director by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. S/he must be able to communicate, listen and work well with others in a team environment. Assisting the staff in implementing a quality educational program and in developing positive relationships with the children and their parents, the assistant teacher observes and documents children's interest and progress, and relays that information back to parents and staff. Assistant teachers are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the Teacher and the Director.

Key Responsibilities

- Assist in the implementation of curricula activities and encourage participation by children.
- Actively engage in activities; manage cleanliness, order, and availability of classroom materials.
- Maintain frequent communications with parents through informal discussions and progress reports.
- Encourage self-help and good hygiene through behavior modeling.
- Help ensure smooth, daily transition from home to child care center.
- Follow all center policies and state regulations.
- Maintain personal professional development plan to ensure continuous quality improvement.

Additional Knowledge and Skills Required

- High energy.
- Ability to work well with others.
- Strong oral and written communication skills and basic computer skills.
- A strong understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification.
- Must clear full background check.
- Must pass health screening.

Education and Experience Requirements (per OSSE licensing requirements)

An Assistant Teacher must be 18 years of age and meet one of the education requirements below:

- An associate or more advanced degree; OR
- A high school diploma or its equivalent and a current Child Development Associate (CDA) credential, which specifies that the individual is qualified for the assigned age classification; OR
- A high school diploma or its equivalent and certification of training and competence in the field of early childhood education or early childhood development from a duly authorized vocational high school; OR
- A high school diploma or its equivalent **and** at least one (1) year of supervised occupational experience working with children in a licensed District of Columbia Child Development Center or its equivalent in another jurisdiction; OR
- For a Montessori school Assistant Teacher, have earned a minimum of twenty (20) hours of Montessori specific training, completed an orientation program specific to the school, and work under the supervision of a Montessori credentialed lead teacher

Note: Assistant teachers who do not teach in a Montessori school must earn a Child Development Associate (CDA) credential or an associate degree or higher in any field by December 2019.

Pre-K Enhancement and Expansion Program Education Requirements (per regulations)

An Assistant Teacher in a Pre-K Enhancement and Expansion Program classroom must meet one of the education requirements below:

- Hold at least an associate's degree in child development, early childhood education, early childhood special education, or child and family studies; OR
- Hold an associate's degree in a field other than child development, early childhood education, early childhood special education, or child and family studies and have earned nine (9) credits in early childhood education