TITLE: SPECIALIZED CERTIFICATION SSP ASSISTANT PRESCHOOL TEACHER

FLSA: NON-EXEMPT

REPORTS TO: Principal

POSTED: September 5, 2019

Salaries: Specialized Certification SSP, Commensurate with Contract - $10.77 per hour

WORK SCHEDULE: 7.50 hrs. per day, Monday through Thursday and 5.0 hrs. on Friday

LOCATION: Eureka Elementary School

POSITION SUMMARY
The Assistant Preschool Teacher is responsible for managing the overall day-to-day operations of a preschool classroom in St. Johns Public Schools under the supervision of the Preschool Teacher and will assist in planning and implementing developmentally appropriate activities utilizing the approved curriculum/approach with children. The Assistant Teacher will maintain standards of quality in the classrooms required by State licensure and NAEYC accreditation; record anecdotal observations of children on a daily basis, and assist in completion of the assessment of the children’s development. The selected candidate will interact with children and their families.

DUTIES AND RESPONSIBILITIES
These duties and responsibilities are judged to be “essential functions” in terms of the Americans With Disabilities Act (ADA). The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Aside from general support of learning and development, the candidate will:

- Create a safe environment designed to promote the physical, cognitive, and emotional growth and development of each child;
- Work cooperatively to develop and implement classroom activities and curriculum;
- Manage classroom and lead transitions from one activity to another;
- Guide children through interactions and foster children’s use of language and conflict mediation skills;
- Engage/supervise developmentally appropriate activities inside and outside, participate in children’s play, and foster creative use of materials;
- Assist lead teacher with required home visit with students.

Additionally, the Assistant Teacher will assist with: keeping accurate records of the children’s attendance; meal records; unusual incident reports; medications; allergies; and sign-in sheets for the parents; maintaining the arrangement and appearance of the learning environment; the supervision of classroom volunteers.
QUALIFICATIONS

- Must have a Child Development Credential (CDA) or an Associate’s Degree in child development or the equivalent; or an existing 120 hour approval.
- Experience and knowledge in both: Early Childhood Education and developmentally appropriate practices and the HighScope Approach preferred.
- Ability to establish warm supportive relationships with the children, recognize illness symptoms, accept and profit from supervision and constructive criticism, develop and maintain working relationships with parents and staff, and thrive in a team-oriented environment.
- Experience with planning lessons and activities that support an emergent learning environment.
- Basic computer skills including ability to access the internet for research, send and receive emails, and experience using Microsoft Office to create documents.
- Experience with children in a group setting.
- Knowledge of teaching and activity methods used with young children; materials/equipment used in group settings of young children; principles of child development and behavior of individual children; positive discipline and redirection techniques.
- Good organizational skills.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Knowledge of St. Johns Public School curriculum, techniques for integrating curriculum, St. Johns Public Schools policies, and effective instructional practices.
Knowledge of elementary reading instruction.
Understanding of the teaching/learning process.
Ability to provide instruction that reflects multiple perspectives and multicultural education.
Ability to infuse technology into curriculum.
Ability to work effectively with administrators, colleagues, central office and school based staff, students, parents and community.
Excellent oral and written communication and human relations skills.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and stand and move quickly. Ability to move around the classroom including stooping, bending, standing for extended periods and moving heavy objects. Crisis intervention may require participating in physical restraints. Specific vision abilities required by this job include close vision, color vision and depth perception. While performing the duties of the job the employee may be required to leave the building.
WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment usually varies. Work is performed indoors and outdoors all year round.

If interested in this position, please apply online at www.sjredwings.org/employment. Position will be posted until filled.

*It is the policy of St. Johns Public Schools that no person or applicant shall be discriminated against based on any protected class, be excluded from participation in, or be denied the benefits of any program or activity and in employment.*