

COOPERATIVE EDUCATIONAL SERVICES

Personnel Department

Job Description

Title: School Readiness Assistant Teacher (C.E.S. School Readiness Program)

Qualifications: Candidates must have as a minimum a Childhood Development (CDA) credential or equivalent (a minimum of 12 college credits – semester hours – in early childhood education, child development, elementary education or early childhood special education that encompasses the following: child development and learning of children birth through kindergarten; family and community relationships; observing, documenting, and assessing young children; teaching and learning; and professional practices and development).

Reports to: Classroom Teachers and Director of School Readiness

General Purpose: Under the supervision of the Classroom Teachers and Director, the Assistant Teacher performs all tasks required by the program/assignment.

Essential Job Responsibilities:

1. Assists the teacher in planning learning activities.
2. Prepares materials and equipment for the children.
3. Conducts learning activities with children.
4. Supervises children's activities to assure their safety.
5. Assists children with personal activities such as eating and toileting or diaper changing.
6. Demonstrates positive personal relationships with parents and staff.
7. Contributes information that assists the teacher in evaluating student performance levels.
8. Communicates with parents regarding their child's progress.
9. Assists teachers in preparing periodic reports on child's performance.
10. Participates in parent conferences.
11. Assists in maintaining a safe, clean and orderly learning environment by employing approved classroom management techniques and possessing a working knowledge of both C.E.S. and program specific policies and procedures.
12. Assists in administrative tasks such as registration of children and preparing and maintaining files and records.
13. Maintains the confidentiality of student performance and records as prescribed by law.
14. Cooperates with all C.E.S. personnel and consultants who provide input or services for students.
15. Maintains a professional, positive and supportive attitude when dealing with students and families.
16. Attends and participates in agency/program meetings and all staff development training activities as requested by the program administrator.
17. Complies with all federal, state and agency regulations on conduct and ethical behavior.
18. Performs other functions/responsibilities related to the unique needs of the job or program as assigned.

Specialized Functions:

Light work: standing, walking, sitting, bending, stooping, reaching kneeling, talking, hearing, and seeing. Physical Demands: Pulling, carrying, lifting (may be required to lift 50lbs.). Job responsibilities may include diaper changing, toileting, self-help skills. Occasionally may have to implement approved physical intervention strategies.

These statements are intended to describe the general nature and level of work being performed. Specific duties and responsibilities may vary, depending on the assignment. C.E.S. reserves the right to add/ change duties at any time.