



JOB DESCRIPTION | ASSISTANT TEACHER

FULL-TIME POSITION

HOURS: MONDAY-FRIDAY 8:00 AM-4:30 PM

REPORT TO **PEDAGOGISTA | PROGRAM COORDINATOR**

WHO YOU ARE:

An early childhood educator who is curious about the nature of learning and teaching and seeks a co-researcher relationship with students, colleagues, and parents. Working with our Pedagogista, you will learn how to facilitate inquiry-based approaches to learning that provoke thought and inspire playful discovery. You will work with your team to document and cultivate regular reflection upon practice. The Assistant plays an active role in setting and maintaining the physical environment of the classroom. The environment acts as the third teacher, and we spend quite a great deal of time cultivating it based on the needs and interests of the students.

ESSENTIAL RESPONSIBILITIES AND DUTIES

TEACHING AND CURRICULUM

- Ensure the health, safety, and wellbeing of all children in the program.
- Maintain a creative, engaging, and safe learning environment.
- Execute schedule developed by the Pedagogista to develop schedules and routines to ensure adequate physical activity, rest, and playtime.
- Assist Friends in the nap room.
- Assist in transitional toilet learning and diapering.
- Assist Friends during mealtimes.
- Assist in Morning Circle Time and group discussions by reminding of agreements during circle time, supported friends that need additional support
- Nurture the "whole" child in each child's physical, social-emotional, intellectual growth and development.
- Work with your team to implement an emergent curriculum incorporating developmentally appropriate practices and the RES Philosophy.
- Supervise daily activities, meal times, community walks, and school outings.

ADMINISTRATION AND CLASSROOM

- Maintain a safe, healthy, and clean learning environment.
- Maintain attendance and injury records, nap logs and diapering logs through ProCare + RES health and safety forms
- Maintain storage, organization, and cleanliness of classroom materials and equipment.



- Take a monthly inventory of classroom supplies and materials and communicate needs for materials and supplies to supervisors.
- We believe the environment has the ability to act as the "Third Teacher" if it is properly cultivated. Our environment is ever-changing and evolving, based on the interests and needs of the Friends. The Assistant Teacher will work with the team and Pedagogista to maintain this environment daily, as well as during our monthly in-service days.

COMMUNICATION AND COMMUNITY

- Communicate regularly with the Lead Teachers, Pedagogista and Director.
- Partner with all community parents and strengthen that bond through daily communication.
- Attend school-wide events, such as community parties, picnics, parent meetings, other special events.

RES TEAM COLLABORATION AND PROFESSIONAL DEVELOPMENT

- Participate in regular staff meetings and professional development.
- Work with the team to problem-solve classroom and school challenges, as needed.
- Work towards increasing knowledge and abilities in the field of early childhood education and related topics through attendance at workshops and courses, reading books or periodicals, or other means.

QUALIFICATIONS AND SKILLS REQUIRED:

- Hold a minimum of AA/AS in Early Childhood Education or Childhood development
- Must have a minimum of 12 ECE units
- Must have a minimum of one (1) year of experience working in a licensed child care facility
- Must demonstrate experience and interest in working with young children and parents
- Must demonstrate a strong knowledge of appropriate practices in early childhood development
- Must demonstrate success in working as a member of a team
- Excellent written and verbal communication skills
- Knowledge of, and respect, for the rules and regulations of River East School, LLC including the Employee Handbook and the ability to abide by them.

MUST BE ABLE TO PROVIDE:

- Current TB test
- Proof of immunity against Pertussis, Measles, and the Flu



- A background check and fingerprint clearance, as required by the Department of Social Services
- Pediatric CPR and First Aid certification

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

This position requires the candidate to care for children's physical needs consistently. Candidates must interact with children on their level; frequent bending, squatting, and playing on the floor are expected. Candidate must be able to lift 30 pounds. Candidate must remain alert and productive.

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