



Job Overview- Associate Teacher

The associate teacher must be 18 years of age or older, must hold a minimum AA in early childhood development, CDA credential or a BA in any field, and have a minimum one year experience in working with children ages 3-5. The Associate teacher responsibilities include, but are not limited to the following:

- Assist in planning for the year's events and activities in a timely manner, which will enable all to be prepared.
- Assist in lesson planning when requested by the lead teacher..
- Assist in providing developmentally appropriate experiences for the children.
- Promote positive and professional interactions with children and colleagues.
- Provide a safe and nurturing environment.
- Maintain classroom ratio.
- Communicate with parents regularly, verbal and written.
- Assist in observing and recording progress of children's development.
- Maintain a clean, organized environment.
- Participate in mandatory training as well as required professional development training hours.
- Monitor supplies and recommend purchase of supplies to lead teacher in advance of need.
- Attend staff meetings.
- Follow state regulations for staff/children and health/safety standards.
- Keep accurate records of child attendance and daily snacks.
- Assist in prep work for daily activities.
- Assist in supervision of hand washing and toileting.
- Assist in pick up and drop off of children to bus.

The Associate teacher must be able to relate to people of different backgrounds, be dependable, sensitive to others needs and flexible. They must show mature judgment and have the ability to accept direction as well as work in situations without direct supervision. They must also be able to communicate effectively with children as well as adults. *Being a team player is vital.*