***Name of Organization***

***Address***

***Phone Number***

***Email***

(*Mission of Organization*)

**Position Title**: Assistant Teacher

**Purpose of the Position:**

To provide a successful, safe and supervised educational setting for children.

**Qualifications:**

Required Education, Certifications, Experience and continual Professional Development:

* (See North Dakota Early Childhood Services Rule for minimum qualifications)
* CPR Certification for Adult, Child, and Infant with AED certification
* First Aid Certification.
* Getting Started
* SIDS

**Duties and Responsibilities-** Assists the Lead Teacher

* Complete 2-day onsite orientation
* Promotes a healthy, emotional, social, intellectual and physical environment
* Maintains an environment that is clean, organized and safe. Responsible for the upkeep of all classroom equipment and materials
* Maintains confidentiality
* Engages in positive staff-child interaction and positive parent-teacher interactions
* Excellent communications skills
* Communicates with parent or guardians daily, keeping them informed of any concerns
* Responsible for keeping records of children’s attendance, daily reports, daily food program records and progress on each child’s growth and development
* Supervises assigned groups of children
* Implements developmentally appropriate curriculum, activities and lesson plans
* Prepare classroom materials to support lesson plans; change and create learning centers as needed
* Post daily schedules and lesson plans
* Establish goals that will promote individual and group educational plans
* Serves meals in a family style setting and assists in developing good nutritional habits
* Responsible for seeking emergency medical attention for children and staff as needed, notifying parents and the supervisor if a child becomes ill or is injured
* Completion of required yearly professional development
* Assigns specific and appropriate tasks to classroom support staff
* Flexibility in classroom placement
* Is on time and present for scheduled shift; when unable to work scheduled shift – informs supervisor per policy and find own replacement.
* Follows program policies and departmental procedures
* Knowledge of available community resources
* Add any other physical/behavioral requirements
* Follows all emergency and safety procedures
* Other duties upon request by immediate supervisor
* Follows program dress code
* Ability to regularly lift 40 pounds
* Orientation of new staff
* Participation in parent involvement events

**Acknowledgement for receipt of Job Description:**

I understand that the above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel. I have received a copy of the job description and have read and understand its contents and by signing below am stating that I can perform this position with/without accommodations. If I feel that I need accommodations – I have discussed information regarding this.

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Employees Name (please print)

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Employee Signature Date Signed

***Name of Organization***

***Address***

***Phone Number***

***Email***

(*Mission of Organization*)

**Position Title**: Lead Teacher

**Purpose of the Position:**

To provide a successful, safe and supervised educational setting for children.

**Supervision of:**

* + Assistant Teacher

**Qualifications:**

Required Education, Certifications, Experience and continual Professional Development:

* (See North Dakota Early Childhood Services Rule for minimum qualifications).
* CPR Certification for Adult, Child, and Infant with AED certification.
* First Aid Certification.
* Getting Started
* SIDS

**Duties and Responsibilities:**

* Complete 2-day onsite orientation
* Promotes a healthy, emotional, social, intellectual and physical environment
* Maintains an environment that is clean, organized and safe. Responsible for the upkeep of all classroom equipment and materials
* Maintains confidentiality
* Engages in positive staff-child interaction and positive parent-teacher interactions
* Excellent communications skills
* Communicates with parent or guardians daily, keeping them informed of any concerns
* Responsible for keeping records of children’s attendance, daily reports, daily food program records and progress on each child’s growth and development
* Organizes and conducts parent/teacher conferences
* Assists the supervisor as needed and maintains good communication
* Supervises assigned groups of children
* Implements developmentally appropriate curriculum, activities and lesson plans
* Prepare classroom materials to support lesson plans; change and create learning centers as needed
* Post daily schedules and lesson plans
* Establish goals that will promote individual and group educational plans
* Serves meals in a family style setting and assists in developing good nutritional habits
* Responsible for seeking emergency medical attention for children and staff as needed, notifying parents and the supervisor if a child becomes ill or is injured
* Completion of required yearly professional development
* Assigns specific and appropriate tasks to classroom staff
* Flexibility in classroom placement
* Is on time and present for scheduled shift; when unable to work scheduled shift – informs supervisor per policy and find own replacement.
* Follows program policies and departmental procedures
* Knowledge of available community resources
* Add any other physical/behavioral requirements
* Follows all emergency and safety procedures
* Other duties upon request by immediate supervisor
* Follows program dress code
* Ability to regularly lift 40 pounds
* Orientation of new staff
* Participation in parent involvement events

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Employees Name (please print)

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Employee Signature Date Signed