*Please use this sample job description as a template. You may cut, copy, and paste as needed. Please note that the list is not all inclusive and your job description may have different items included.*

***Name of Organization***

***Address***

***Phone Number***

***Email***

**Position Title**: Assistant Teacher

**Responsible to:**

**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
* Mandated Reporter
* ND Safe Sleep

**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.
* Maintain confidentiality.
* Engage in positive staff-child interaction and positive parent-teacher interactions.
* Supervise assigned groups of children.
* Assist in implementing curriculum, activities and lesson plans.
* Prepare classroom materials to support lesson plans; change and create learning centers as needed.
* Completion of required yearly professional development.
* 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 procedures.
* Follow all emergency and safety procedures.
* Participation in parent involvement events.
* Able to lift up to 50 lbs.
* Other duties upon request by immediate supervisor.

**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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Employee Name (please print)

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Employee Signature Date Signed