



JOB DESCRIPTION – INDEPENDENT ASSISTANT TEACHER

A person selected for this position should be able to work independently in an Infant/Toddler's classroom of fewer than seven (7) students. However, He/She may team up with a Lead Teacher in a classroom environment of fewer than thirteen (13) students, also able to lead in any classrooms of Infant/Toddler independently. He/She may report to and work with classroom Lead Teacher. This process is to ensure age appropriate practices being followed while meeting The Early Learning Standards from State of New Jersey. Independent Teacher and/or Teacher's Aide must observe to "Fidelity" Concern Mom Corporation's preferred Curriculum - HighScope.

QUALIFICATIONS Bi-Lingual (English and Spanish)

Individual person must have at least a Child Development Associate (CDA), or an Associate degree in Early Childhood Development. Must also abide the requirements of the Office Of Licensing agency; must have a warm and friendly personality; must be sensitive to the feelings and needs of others; must be able to relate well to children, and be willing to fulfill responsibilities in accordance with the Corporation's programs and philosophy.

RESPONSIBILITIES: (Bear In Mind Future Projection After Training: Able to learn and carry on "Independently). Responsibilities will include, but will not be limited to the following:

1. Assist in planning and implementing the daily program under the direction of the Lead Teacher.
2. Assist in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
3. Supervise the classroom when the Lead Teacher is out of the room.
4. Help with the general housekeeping tasks.
5. Assist the Lead Teacher in other ways as requested.
6. Maintain a professional attitude and loyalty to the Center at all times
7. Treat all children with dignity and respect.
8. Attend all staff meetings and recommended training programs and conferences.
9. Participate in professional organizations that work for the improvement of early childhood education.
10. Assist Lead Teacher with implementation of appropriate early childhood education experiences.
11. Help Leading Teacher to supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of children enrolled at the Center.



12. Help to maintain a neat and organized classroom.
13. Help children establish good habits of personal hygiene; change diapers and assist with toilet training.
14. Attend parent group and Center functions.
15. Supervise all activities to ensure safety at all times.
16. Report to Lead Teacher any problem, which may occur with the children.
Observe, record, and report on the behavior of individual children as assigned.

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