**Sample Job Description: Assistant Teacher**

The position of an assistant teacher is an important role in the early childhood environment as teaching is a team effort. The assistant teacher will work alongside the lead teacher to implement a variety of daily activities which include observing, supervising and educating children, organizational duties, and optimizing the learning and play environment while also meeting the child care health and safety standards.

Job Responsibilities for the Classroom:

* Assist the lead teacher with curriculum development (lesson plan) that is age appropriate for the children in the classroom
* Assist the lead teacher in implementing activities on the lesson plan and following the daily schedule
* Assist the lead teacher in observing and assessing children’s behavior and progress
* Assist and engage with the children throughout the day
* Follow and implement health, safety and sanitation procedures throughout the day
* Maintain regulatory compliance

Job Responsibilities to maintain employment:

* Complete 15 hours of professional development annually and implement what you have learned back into the classroom
* Update TB skin test every two years
* Complete a professional development plan with the director annually
* Complete a staff evaluation with the director annually
* Complete CPR/First Aid certification every two years (if required by director)
* Complete the 1.5 hour Pediatric Abusive Head Trauma Training in the first year of hire
* Complete 6 hours of Orientation in the first 90 days of hire
* Follow and implement all center policies and procedures on a daily basis

Qualifications required for employment:

* Proof of high school diploma/GED/Commonwealth Child Care Credential (CCCC)
* Complete the National Background Check Program for Kentucky and any out of state background checks
* Provide a TB skin test or health professional statement

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