

## **PRESCHOOL ASSISTANT TEACHER**

**Exemption Status:** Full Time, Hourly, Non-Exempt

---

### **ORGANIZATION OVERVIEW**

Educare DC is a state-of-the-art, full-day, year-round school that serves children from birth to five years that are at-risk of academic failure. Building on the program foundations of Early Head Start and Head Start, Educare promotes school readiness by implementing effective programming aimed at preventing the development of an achievement gap in the early years. Educare DC is part of a larger national network that serves as a platform for broader change, inspiring high-quality programs in communities, improving public policies within each state, and demonstrating a comprehensive approach to the first five years of life and learning. As part of the Educare initiative, each school is a highly visible program that is host to a wide variety of visitors. The Educare model draws on a unique blend of private and public dollars, including child care, Early Head Start, Head Start, and other state and local education funding streams.

### **POSITION SUMMARY**

The Preschool Assistant Teacher is responsible for contributing to the planning, implementation and coordination of the comprehensive education program. The Assistant Teacher supports the lead in ensuring that the education program is developmentally appropriate and meets the individual needs of the children as mandated by Head Start, state and local standards, and the Educare model.

### **REPORTING RELATIONSHIPS**

- The Preschool Assistant Teacher reports directly to the Lead Teacher with support and collaboration from the Master Teacher

### **MAJOR RESPONSIBILITIES AND KEY TASKS**

#### Program Core Features of the Educare Model

- Participate in training to build an understanding of the Educare Model
- Participate in the local evaluation and national Educare Implementation Study, engaging in a system of reciprocal, regular data feedback and utilization for individualized planning for children and families and continuous program improvement
- Participate in Reflective Practice and Supervision throughout the program
- Provide high-quality early learning program that incorporates evidence-based curriculum and instructional activities
- Support and provide continuity of care to help children develop secure relationships
- Implement, document, and demonstrate an understanding of the importance of multiple perspectives and have the skills to be successful in their interdisciplinary efforts
- Collaborate with the family engagement specialist (assigned to each child), and other Educare personnel and support staff to promote individual children's goals relating to communication skills, health habits, physical skills, development of self-awareness, and early literacy
- Participate in Family Child Service Reviews as scheduled

- In support of ongoing, intensive professional development, Assistant teachers will attend and participate in all scheduled trainings, engage in coaching cycles with their Lead Teachers, and develop individual plans for their own professional development.
- Provide an enhanced curriculum focus on:
  - Language and Literacy
  - Social/Emotional development
  - Problem-solving and numeracy
  - Integration of the Arts

### Curriculum

- Engage positively with the children and use appropriate discipline methods as outlined in the school's child guidance discipline policy
- Assist in the planning and implementation of classroom activities that are child-centered, developmentally appropriate, open-ended and process oriented
- Support children's ideas and initiatives, and creativity
- Assist in developing and managing an attractive and engaging environment that encourages children's independence and self-selection of activities
- Position themselves strategically in all environments to actively engage children, provide optimal supervision, and facilitate play
- Use the playground as an extension of the classroom; ensure that the playground is safe
- Assist in daily routines including helping to keep the classroom clean; this includes following all sanitary procedures for food service and diapering/toileting

### Assessment

- Collaborate with the teaching team to observe, document, and assess their primary care children
- Identify any developmental concerns for primary care children and share the information with the Lead Teacher
- Collaborate with the teaching team to complete weekly lesson plans
- Complete and submit small group plans for primary care children to the lead teacher on a weekly basis
- Participate in Family Child Service Reviews for their primary children
- Assist in the completion of band-aid reports and documentation of incidents in the medical log

### Home/School Connection:

- Develop effective partnerships with families by maintaining open communication and encouraging their input into the educational program
- Collaborate with the teaching team to develop, document, and implement, in collaboration with each child's family, and individualized plan for each child to be reviewed regularly in response to each child's progress
- Under the direction of the lead teacher, schedule and complete home visits and conferences as required each year

Other

- The assistant teacher will assume the responsibilities of the lead teacher in the absence of the lead teacher
- Under the direction of the lead teacher, assist in data entry as requested
- Assist the lead teacher to maintain an up to date classroom inventory
- Participate in reflective supervision with the Lead Teacher and/or Master Teacher
- Perform other duties as assigned within the scope of the job description

**EDUCATION AND EXPERIENCE REQUIREMENTS**

- Associates Degree in Early Childhood Education, Child Development or a related field with a minimum of 18 credits in Early Childhood or Child Development
- One (1) year's experience is required

**REQUIRED SKILLS AND ABILITIES**

- Knowledge of early childhood curriculum and developmentally appropriate practice for the specific age group (3-5)
- Knowledge of Head Start Performance Standards
- Knowledge of City and State licensing requirements
- Ability to work as a cooperative and supportive team member
- Ability to communicate and cooperate with various professionals and community groups.
- Ability to communicate and cooperate with parents
- Ability and willingness to work in a program located in a high-risk, low-income community
- A biannual physical exam, drug screen and TB test are required as a condition of initial employment and continued employment

**ESSENTIAL JOB FUNCTIONS**

- Must be able to physically interact with children, including bending, kneeling, sitting on the floor, lifting up to 40 pounds, climbing and walking
- Must have advanced command of the English language and grammar, both verbal and written
- Must remain abreast of developments in the child development field to enhance professional growth and development

---

**Employee Signature**

---

**Start Date at Educare DC**

---

**Employee Name**