Title: Assistant Preschool Teacher

Pay Scale Group: 10

Essential Function

Under general supervision from a designated administrator, assist the classroom teacher in planning and implementing an educational program for preschool children.

Characteristic Duties

- Assist the classroom teacher in planning and implementing an educational program for preschool children.
- Assume total responsibility for safety of children and implementation of planned activities in the event of teacher’s absence from the center.
- Assist teacher in setting up and maintaining a safe, healthy, nurturing environment for children ages 3-5 years.
- Prepare and implement, with teacher’s guidance, appropriate curriculum activities (i.e., art, music, cooking, etc.).
- Maintain a communicative relationship with young children in the expression of needs and feelings which will foster the development of positive self-concepts.
- Provide a role model for practicum students both in the classroom and while participating in teacher facilitated planning and processing sessions.
- Actively participate and assist in planning for parent involvement and parent education, thus facilitating the parent child-center relationship.
- Attend regular preschool staff meetings, staff development in-service and center related functions.
- Assist teacher and/or assume responsibility for cleanup of activities and total classroom environment.
- Assist teacher in maintaining storage of equipment in a safe and orderly manner.
- Assume responsibility for areas of equipment/supplies as determined by the Preschool Program Coordinator.
- Perform related duties based on departmental need.

Minimum Qualifications

- Associate’s degree in Early Childhood or Child Development Associate credential –OR- high school diploma and two years experience. One year work experience in an educational program with preschool children is necessary. Must be able to pass a physical as required by the State of Ohio Day Care Licensing.

Last updated: 1-9-07

An affirmative action/equal opportunity institution