

# **ASSISTANT TEACHER -4K**

## **Job Description**

### **General Requirements**

1. Complete Introduction to the Child Care Professional and Skills and Strategies for the Child Care Teacher program approved by the Wisconsin Department of Public Instruction or department approved courses in early childhood education. Training must be completed within 6 months from the date the position has been assumed.
2. Certificate from The Registry indicating the person is qualified as a Child Care Teacher, or proof that Certificate process has begun and information has been submitted by the first day of employment
3. Child First Aid and CPR certification
4. Pass a background check/ fingerprint with the State of Wisconsin
5. Meet health standards for teachers set by the Department of Health and Family Services (includes physical exam and T.B. skin test).
6. Possess ability to work efficiently and diplomatically with adults and children.
7. Maintain membership in professional organizations and maximize opportunities for professional experiences.

### **Responsibilities/Skills**

1. Plan and consult with the Head Teacher about the daily program and classroom experiences of the enrolled children. This is a team teaching approach with the Head Teacher. The Head Teacher will serve as the team leader and will have overall curriculum and program responsibilities
2. Have the ability to execute strong classroom management skills and address behaviors when needed
3. Be a proactive, creative and a collaborative partner
4. Have a basic understanding of state licensing and proper ratios during the school day
5. Set up necessary equipment in the morning and put away at the conclusion of the day
6. Make copies, prep projects, and assist with lunches
7. Have the ability to lead small groups in learning sessions
8. Have excellent communication skills and basic knowledge of communication apps and how to draft messages home to parents
9. Exhibit a strong creative and collaborative nature and willing to be flexible with schedule of day to day activities
10. Be sensitive to and cooperate with the personnel of St. Olaf's Church (i.e., Religious Education Director, Pastor of the Parish, and church groups), particularly in reference to dual use of classroom, kitchen, restroom, and gym facilities.

### **Role**

Regardless of the amount or type of training acquired by the Assistant Teacher, his/her primary function is to be supportive of the Head Teacher and the 4K students. It is important that this person, regardless of amount of training, be willing to accept a team teaching approach. The roles of staff should be as clearly defined as possible previous to employment in order to avoid later conflict. The Head Teacher should be willing and able to delegate responsibilities to the Assistant Teacher and in emergency situations, the Assistant Teacher should be prepared to take over management of the classroom and its occupants.

### **Functions**

The functions of the Head Teacher and Assistant Teacher will depend upon the Assistant Teacher's background (experience and training). The roles imply a shared responsibility, a team approach, with direction being furnished by the Head Teacher and accepted by the Assistant Teacher. There may be minor duties to perform according to a structured schedule, but these should not exclude the horizontal sharing of plans and programs and the delegation of responsibility as the experience of the Assistant Teacher permits.

Continuous communication is necessary for the best development of the program. Even though the Head Teacher has the major responsibility for development of objectives and implementing them through planning, the Head Teacher should share this with the Assistant Teacher. For example, the Assistant Teacher may be responsible for developing a science, social studies, or human development unit to be shared with the children; or he/she may be given responsibility for doing specific activities with a small group of children. If he/she is in charge of the whole group, then the Head Teacher assumes the Assistant Teacher role.

If the Assistant Teacher is to be responsible for any record keeping, proper orientation in the use of records and their format should be conducted and be mutually accepted by the Head Teacher and the Assistant Teacher. Time for record keeping should also be planned.

### **Evaluation**

1. The Board President will evaluate the Assistant Teacher at least one time per year.
2. The Director of Teachers will evaluate the Assistant Teacher at least one time per year.
3. The Assistant Teacher will evaluate him/herself at the end of the year.

### **School Calendar**

1. Holidays and vacation periods shall be in accordance with the calendar of the DeForest Public Schools.
2. The closing of A Growing Place due to inclement weather will coincide with the closings of the DeForest Public Schools. (Refer to Personnel Policies)

### **Hours** (See individual Employee appointment letter for specific details)

1. Appointment letter specifies hours of classroom work sessions expected of the Assistant Teacher.
2. Attendance at the following is expected: Classroom Set-Ups/Changes/Clean-Ups, Staff Meetings, and Director-Assigned Board Meetings. In addition, attendance at the following events are included in your contract: Tailgate event, Family Fun night, Open House, 4K outreach events and any other preschool-sponsored events that might not be included above.
3. Continuing education is required. Please check with the Director of Teachers regarding the number of hours needed to maintain licensing regulations.
4. Assistant teachers are required to attend PLC's organized by DASD one time per month
5. Class planning and preparation is required. These hours generally take place outside of the classroom and will vary depending upon the unit being taught.
6. The Assistant Teacher will substitute for the Head Teacher when he/she is absent from the classroom. A list of substitute teachers will be created and maintained by the Director of Teachers, President, and Vice President. A teacher who is unable to be present for his/her regular classroom schedule will provide a substitute from the list and notify the Director of Teachers.

### **Health Policies**

1. Conduct daily health checks.
2. In case of injury at school, no matter how slight, the Head Teacher or Assistant Teacher is to be informed of all details and to then inform the parent and fill out an accident form. The injury must also be written in the medical log. If an emergency situation occurs, the rescue squad should be called. The Board President should be contacted immediately, as well.
3. No staff person or helping parent shall come to school with any infectious or contagious illness.

### **Personnel Policies**

1. Comply with A Growing Place Personnel Policies, By-Laws, and Center Policies as they pertain to teachers.

**Salary** Salary will be based on experience and education level

**Benefits**

1. Annually, one sick sessions, for each session worked
2. The Assistant Teacher shall be allotted \$150.00 to be used for teacher training and in-service annually.

