



Northcoast Children's Services

P.O. Box 1165, Arcata, CA 95518 ~ Phone: (707) 822-7206 ~ (800) 808-7206
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JOB DESCRIPTION

Northcoast Children's Services
State Preschool, General Child Development, Head Start
ASSISTANT TEACHER

Under the supervision of the Center Director or Team Teacher, the Assistant Teacher is responsible for: assisting with the supervision of all children; developing and implementing classroom activities; working cooperatively with and supporting other classroom staff and volunteers; and assisting with the general maintenance of program facilities to insure the health and safety of the children of the program. This is a non-exempt position.

DUTIES/RESPONSIBILITIES:

1. Work closely with the Team Teacher to assist her/him in implementing developmentally appropriate activities for the children in the program.
2. Assist the children with self-help skills and daily routines such as toileting, dressing, eating, and napping.
3. Help create a warm and accepting environment, which encourages independence and self esteem in the children.
4. Approach the children, parents and other staff members with respect, being sensitive towards each individual's rights, needs and cultural/socioeconomic backgrounds.
5. Assist in preparation, service and clean up of food program as needed.
6. Assist in setup of classroom environment and help with the daily clean up of the facilities.
7. Be familiar with and adhere to the policies and procedures of the Northcoast Children's Services Personnel Policies and Head Start.
8. Respect the confidentiality of information regarding all children and their families.
9. Communicate and work effectively with other staff members.
10. Participate in team and center meetings and inservice trainings as requested.
11. Implement guidance techniques with children which are appropriate to the situation and aid individual children who experience difficulty in the group.

12. Perform other duties as assigned.

QUALIFICATIONS:

1. 6 – 12 ECE units, including the core classes, and be willing to complete the requirements for the Associate Teacher level on the Child Development Matrix.
2. Minimum 6 months experience working with young children.
3. Must be able to follow directions and be consistent.
4. Must be sensitive to the needs and characteristics of young children.
5. Must be dependable, responsible, flexible and willing to learn.
6. Must communicate effectively and be functionally literate in English.
7. Must possess knowledge of children's health and safety issues.

Physical Requirements

1. Must successfully complete a health screening and provide proof of the absence Of TB no later than 7 days following the date of hire.
2. Physical ability to lift and carry objects and children up to 40 pounds for safety reasons.
3. Physical agility to bend, stoop, walk, reach overhead, push/pull, squat, twist, and turn.

Health and Safety Training Requirements

1. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.
2. Must possess, or be willing to obtain within 30 days, a current pediatric first aid and CPR certificate (EMSA approved training).