

Easterseals Washington Job Description

Job Title: Assistant Teacher I

Department: Child Development

Accountability: Reports to the Director of Child Development or as assigned

Position Summary: The Assistant Teacher will assist and support the classroom teacher in program implementation and the day-to-day care and supervision of children.

Duties and Responsibilities:

- Assist in the planning and implementation of daily classroom activities
- Assist with organizing the learning environment, setting up learning centers, preparing needed materials and supplies, and maintaining applicable classroom documents
- Supervise the classroom in the absence of the classroom teacher
- Perform general classroom housekeeping duties, including: preparing snacks, and general clean up
- Assist children with meals and toileting; and change diapers
- Work under the guidance of the teacher and therapists and assist in developmental activities
- Ensure a safe environment in the classroom
- Attend and be a part of in-service sessions, staff and team meetings
- Become knowledgeable about the individual daily needs and well-being of each child in the classroom
- Follow Child and Adult Care Food Program (CACFP) guidelines
- Independently provide instruction to small groups of children as assigned
- Perform any childcare related duties as assigned

Skills and Educational Requirements:

- Must meet all Washington State requirements:
 - At least 18 years of age or older
 - A high school graduate or the equivalent
 - Must have proof of U.S. citizenship or right to work
 - Must be registered with MERIT, Washington State's Online Portal, prior to working in the program
 - Must pass Washington State Department of Children, Youth, and Families (DCYF) Portable Background Check and maintain background check compliance.
 - Must provide documentation of Tuberculosis (TB) testing or treatment as specified in the WAC 110-300-0105, prior to working in the program
 - Must provide documentation satisfying Washington State's Measles, Mumps & Rubella (MMR) vaccination requirements, prior to working in the program
 - Attain a valid hands-on Basic Life Support (BLS) certification within 3 months of hire, and maintain certification
 - Attain a valid food handlers permit within 3 months of hire, and maintain certification
 - Complete all training, certifications, and continuing education requirements of state licensing
- Must meet the following requirements of Easterseals Washington:
 - Upon hire, present documentation of a current CDA, an ECE Initial Certificate, or 12 credits in ECE classes. Alternatively, have a signed Professional Development Plan in place and complete the educational requirement within 1 year of hire.
 - Ability to independently instruct a group of children for a limited time
 - Must communicate effectively with children, families, employees and stakeholders

- Must complete Easterseals Washington (ESW) Corporate Orientation and CDC department orientation training
- Commitment to Easterseals' Purpose Statement: Changing the way the world defines and views disabilities by making profound, positive differences in people's lives every day

Inter-relationships:

The Assistant Teacher will interact with supervisors, coworkers, direct reports, children, and parents on a regular basis. A professional demeanor and flexible approach are required, as is knowledge of who to refer to when faced with an unfamiliar issue.

Working Conditions:

Duties will be performed in the classroom, the kitchen, and on the playground. Occasional travel to other offices and/or childcare facilities may be necessary.

- Able to lift up to 40 lbs. up to 20 times per day
- Ability to frequently change position: stand, sit, stoop, kneel, bend, and carry children
- Must be highly flexible and adaptable, able to respond quickly to the changing needs of children, families and ESW
- Work hours may vary to meet the needs of the children

Prepared By: Vice President Human Resources

Approved By: President & CEO

By signing below, I acknowledge that I fully understand and accept these job requirements.

Employee Print Name

Employee Signature

Date