



**Title: Early Learners and Preschool Teaching Assistant/ All Substitutes Job Description**  
**\*(YR) YEAR -ROUND CALENDAR**

**Job Requirements:**

- Have a minimum of two years early childhood teaching assistant experience from a licensed facility, public or private school, and/or student teaching and/or complete 24 hours of Pre-Service Training before start date.
- Obtain First Aid & CPR training prior to being left alone in classroom.
- Obtain a criminal history check and FBI fingerprint check prior to start of employment.
- Must be able to lift up to 45 lbs. in connection with the handling of children for the facilitation of programs, child safety, and potential emergency situations.

**Personal Skills:**

- Highly Energetic
- Passionate for Early Childhood Education
- Knowledgeable about Early Childhood Development
- Detail and task oriented
- Self-motivated
- Positive
- Multi-tasker
- Professional
- Strong communication, writing skills, and computer literacy
- Strong organizational and time management skills

**Responsibilities:**

- Reflect the Giant Steps Mission to students, parents, and community.
- Be able to work and teach as a team member for the common goal of early childhood education.
- To assist the teacher in providing a warm and nurturing environment in which the child can grow physically, emotionally, and intellectually.
- Interact, initiate, and encourage the students in activities throughout the day.
- Early Learners teaching assistants- be able to assist with potty training and transitioning students into being fully potty trained.
- Encourage creativity in daily work through self-expression and opportunities to utilize various art materials.
- Encourage and role model creative play in the classroom, discovery room, and on the playground by allowing the use of various materials (mulch, sand, hay, shovels, buckets, various toys, etc.) in all areas of the playground and in the classroom.
- Use consistent discipline along with teacher.
- Communicate any problems, concerns, behaviors, etc. to teacher.
- Encourage student independence along with nurturing his/her emotional growth.
- Maintain good communication with co-workers, student parents, and director.

- Develop a cooperative and supportive attitude within the classroom.
- Implement teacher lessons in small group and whole group.
- Prepare and distribute, along with teacher, daily snacks.
- Maintain a “clutter-free” well-organized classroom along with the support of the teacher.
  - Attend staff meetings, monthly team planning meetings, open house, parent orientation, school special events, as planned by director. (during or after regular school hours)
  - Be involved with the planning and implementation of school activities, fundraisers, events, and curriculum.
  - Be familiar with and aware of safety procedures and drills.
  - Promptly and thoroughly complete accident reports and other necessary forms after child has been assessed and treated with first aid.
  - Report injuries and/or illnesses to director or assistant director immediately.
  - Reinforce and reward students for “being responsible, displaying positive behavior, and being kind and helpful to others” with verbal praise and reinforcement.
  - Maintain student daily folders w/behavior written explanations, daily work sent home, and sticker rewards.
  - Answer and return phone calls to parents.
  - Must be available to work additional hours outside of regular work schedule for meetings, team planning, and special events.
  - **Obtain 24 Annual training hours in early childhood growth and education.**
  - Strictly follow any and all policies and procedures of Giant Steps.
  - And all other duties as assigned by director.

Employee Name (Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date of Receipt \_\_\_\_\_