

Assistant Teacher

Function of Job:

Under the general supervision of administrator or certified teacher, using independent judgment, assist in planning and implementation of early childhood or elementary educational program for children, families and student teachers at a college/university school/child development center.

Characteristic Duties and Responsibilities:

1. Assist lead teacher in planning implementing, and documenting an educational program for young children in keeping with the values and goals of the center, NH licensing guidelines, and accreditation.
2. Assist in the assessment and documentation of children as required.
3. Assist in the preparation of instructional and learning materials.
4. Provide sole or lead facilitation of groups of children engaged in activities.
5. Supervise children on field trips and assist with transportation as needed.
6. Communicate (verbally and in writing) with families regarding the curriculum, assessments and other issues as requested by lead teacher.
7. Supervise, mentor, and assess college students who work in school/center.
8. Assist in the preparation of children's snacks, daily classroom cleaning, organization of storage spaces, and other tasks necessary for smooth functioning of the classroom.
9. Adhere to school/center policies and procedures and licensing/accreditation requirements including health, safety, confidentiality and ethics.
10. Maintain records and reports and assemble classroom materials as required.
11. Contribute to the advancement of the school/center by collaborating with team members, responding to staff communications, and participating in committees, retreats, teacher meetings, and other school/center activities.
12. Participate in institutional professional development and training.
13. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Associate's degree in Early Childhood Education, child development, or equivalent (Equivalence is defined as 60 college credits, with 30 college credits in Early Childhood Education, child development, elementary education, or early childhood special education) and one year's experience and/or supervised internships working with young children in a school/center.
2. Ability to complete NH Child Care Program Licensing requirements, CPR and First Aid training, and background checks.
3. Sufficient strength and physical dexterity to perform duties and responsibilities of this position, including lifting up to 50 lbs.
4. Computer skills as required by department.

Additional Desirable Qualifications:

1. Bachelor's degree in Early Childhood Education or related field with a minimum of 18 credits in Early Childhood Education and child development.
2. Experience working with young children in a University laboratory center and/or NAEYC (National Association for the Education of Young Children) accredited center.

6/20/11
System Approval

6/20/11
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 2/6/79 and revised 5/20/88, 8/18/88, 10/31/05 as Teaching Assistant II and 6/4/07 as Assistant Teacher