

**Mariposa Child Care Center
Job Description**

Job Title: Assistant to Preschool Teacher

Report to: Lead Teacher

Summary: Assists teaching staff with student instruction and direct supervision by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Communicates measurable learning objectives; guides students towards mastery of objectives; checks for understanding frequently.*
2. Utilizes appropriate instructional materials and techniques.*
3. Circulates among students, provides frequent individual attention; corrects student errors in a positive and timely manner.*
4. Observes and records student progress daily; implements lesson plans as designed by teacher; maintains appropriate level of student supervision at all times.*
5. Completes incident reports with objective descriptions; demonstrates an understanding of students' diagnosis.*
6. Assists in maintaining academic charting and completion of homework.*
7. Utilizes a variety of incentives and rewards, both tangible and social.*
8. Transports students to and from school when assigned.*
9. Provides crisis intervention according to behavioral management policies.*
10. Participates in the development and implementation of treatment plans.*
11. Fosters student motivation through enthusiasm and encouragement.
12. Follows all classroom/school policies and procedures thereby setting an example to students.
13. Maintains professional behavior during conflict situations.
14. Communicates with co-workers and parents in a professional manner.

15. Maintains work areas in a sanitary and attractive manner to include sanitizing chairs, tables, microwave, kitchen counter tops and sinks after feedings and at the end of each day.
16. Perform other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); or equivalent combination of education and experience. EEC teaching certificate preferable.

Language Ability:

Ability to fluently communicate in Spanish. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write daily reports and correspondence.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of internet software.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts and fumes or airborne particles.

The noise level in the work environment is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms and talk or hear. The employee is frequently required to sit on chair/floor; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Signature

Date