

Job Description - Certificated

ASSOCIATE TEACHER
Preschool

Basic Function:

Assist Site Supervisor/Permit Teacher in planning and executing an instructional program for children. Provide instruction for enrolled children.

Supervision:

Directly responsible to the program Director and Site Supervisor/Permit Teacher.

Representative Duties:

1. Assist in planning and executing a developmentally and culturally appropriate program for children.
2. Assist in: conducting developmental assessments, developing individual child portfolios, and maintaining daily records for each child and the center.
3. Instruct enrolled children using planned activities.
4. Provide appropriate care giving routines for individual children.
5. Plan and prepare appropriate activities for children individually and in small groups.
6. Assist in planning for and maintaining an appropriate, attractive, clean, safe, developmentally appropriate and nurturing environment for children.
7. Communicate daily with parents about the needs, activities, and developmental milestones of children.
8. Assist in annual evaluations of the program.
9. Assist in planning and preparing nutritious meals and snacks for children.
10. Attend meetings, in-services, workshops, and Child Development Program functions.

**ASSOCIATE TEACHER,
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11. Plan and participate in annual professional growth activities.
12. Supervise Child Caretaker.
13. Perform other related duties as assigned.

Qualifications:

1. Possession of or eligible to obtain a valid Associate Teacher, Child Development Permit. Associate Teacher Permit holders must meet Teacher requirements within 10 years.
2. Possession of a valid California Driver's License if required by the duties of the assignment.
3. Experience and/or training appropriate to fulfill requirements of the position.
4. Infant/toddler and preschool training and experience preferred.