



## Volunteers of America Job Description

<b>Title:</b>	<b>Assistant Teacher</b>
<b>Immediate Supervisor:</b>	<b>Lead Teacher</b>
<b>Supervisor:</b>	<b>ECEAP Program Manager</b>
<b>Division:</b>	<b>Volunteers of America Preschool Programs</b>
<b>Program:</b>	<b>ECEAP</b>
<b>Hours &amp; Wages:</b>	<b>Full Time/ \$13.98/hour</b>

### General Function

The assistant teacher is directly responsible for assisting the lead teacher in planning and implementing age and developmentally appropriate activities in the ECEAP classroom to ensure all ECEAP performance standards and the individual needs and interests of the children are met so children leave the Volunteers of America ECEAP program ready and prepared for kindergarten. An assistant teacher must be present at all times whenever more than ten children are in attendance to ensure a safe learning environment and to meet ECEAP performance standards. The assistant teacher may assist in the ECEAP kitchen and on the bus as needed or directed. The assistant teacher works during the academic school year.

### Qualifications

All persons serving in the role of ECEAP assistant teacher **must meet** one of the following qualifications:

- the equivalent of 12 college quarter credits in Early Childhood Education.
- a current Child Development Associate (CDA) credential awarded by the Council for Early Childhood Professional Recognition.

Competency in reading and speaking Spanish may be beneficial at some sites

### Principle Activities

The assistant teacher assists in the following areas:

- A. supervises and interacts with children to extend their learning.
- B. facilitates small group activities.
- C. models appropriate and professional practice aligned with ECEAP performance standards.
- D. assists with record keeping related to attendance, meal counts, parent contact hours, accidents, illnesses, and emergency drills.
- E. records child observations and assists with child assessments as needed.
- F. participates in home visits and parent-teacher conferences when appropriate.
- G. plans, implements, and attends parent/family events, activities and meetings.
- H. actively participates in all site-based, county, and agency meetings and in-service trainings.
- I. performs classroom and program housekeeping tasks.
- J. translates written and verbal information to children, parents and staff when applicable.
- K. enriches the cultural relevance of the indoor and outdoor learning environments.

L. performs other tasks as directed.

**PHYSICAL REQUIREMENTS:**

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

While performing the duties of this job, the employee is frequently required to, and must be able to:

- read, speak, stand, walk, sit and use a computer keyboard and monitor.
- see and use computer, and able to hear well enough to communicate with co-workers, students, families, and community partners.
- supervise children effectively using visual and auditory senses.
- reach above head and perform repetitive movements
- transfer up to 50 lbs. with help
- have sufficient finger dexterity to open containers, buttons and zippers.
- bend to the floor.

This position is exposed to bodily fluids, infections and odors.

All employees are required to obtain the following within 90 days of employment:

- Current infant, child and adult first aid/CPR certification
- HIV/AIDS and Blood-Borne Pathogens training
- Washington State Patrol background check
- Hepatitis B vaccination
- TB test
- Food handler's card

If you wish to apply for this position, please email your resume and cover letter to:

[civerson@voaww.org](mailto:civerson@voaww.org)

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*