

First Steps, Inc. Job Description

Position: Assistant Teacher

Mission: The mission of First Steps, Inc. is to educate and care for children with special needs and medical conditions alongside their typically developing peers in inclusive environments and support their families.

Job Summary: Provide instruction and care for all children in the classroom. Assist the lead teacher in developing and implementing lesson plans. Work cooperatively with parents, therapists, and medical personnel. Assist in managing client records, maintaining up-to-date documentation and progress notes.

Classroom and Teaching Responsibilities:

- Understand, abide by and implement First Steps' policies and procedures
- Foster maximum development in the areas that are appropriate for each child. Use individual, small and large group activities appropriately to meet individual outcomes.
- Ensure classroom environment is safe and maintained daily including supplies, equipment, set-up and sanitization.
- Develop and maintain positive and professional relationships with families through verbal and written communication.
- Plan and participate in home visits with families if needed.
- Assume overall responsibility for classroom operations if needed.
- Dispense medications in the absence of the lead teacher.
- Employ behavior management techniques consistently and appropriately, following approved behavior management principles.
- Assist in managing client records, maintaining up-to-date documentation.
- Assist in completing developmental assessments for children, determine levels of functioning and next steps in development to prepare for the development of the Individualized Family Service Plan (IFSP) or United Way goals.
- Participate in IFSP, 6 month review, transition and IEP meetings as needed.
- Maintain progress reports for assigned children.
- Meet all paperwork deadlines.

Compliance/Licensure Responsibilities:

- Contribute to the team's efforts to provide classroom design and operations that meet the standards of the Department of Human Services (DHS), the 3-Star Rating Program, Developmentally Appropriate Practices (DAP) and the Department of Education (DOE).
- Assist lead teacher in ensuring the classroom meets licensing codes and requirements related to health, fire, safety and environment.
- Maintain professional development hours of at least 56 hours annually.
- Attend all center and agency staff meetings.

Community Relations Responsibilities:

- Resource with families and other service providers to gain a thorough understanding of how to best serve the child and family. Examples include but are not limited to: occupational therapist (OT), speech-language pathologist (SLP), physical therapist (PT), and registered nurse.
- Participate in monthly parent meetings as requested.
- Represent the agency at all times and to all individuals in a positive, professional manner.

Physical Demands and Working Conditions

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. While performing the duties of this job, the employee is regularly required to sit, use hands and fingers to handle and feel, reach with hands and arms, talk and hear, taste and smell. The employee is constantly walking, standing, stooping, kneeling, crouching or crawling. The employee must regularly lift and/or move 25 pounds and frequently lift and/or move up to 40 pounds. The work environment is busy and physically and emotionally demanding. The noise level is moderate to loud.

Required Skills and Knowledge

- Basic knowledge of child development, early childhood education and/or special education.
- Professional demeanor and team attitude.
- Ability and willingness to work calmly within a busy and demanding day.
- Basic computer skills.

Minimum Qualifications

- Bachelor's Degree in early childhood education, special education or related field.
- Experience in a child care, special education or related program.

OR

- Child Development Associate's Degree
- At least 2 years experience

Accountability: Lead Teacher

Classification: Hourly pay rate

Signature

Date

revised 1/2008

