



Department: Administration	Job Description
Job Description Title: Assistant Preschool Teacher	FLSA Status: Non-Exempt
Accountable To: Preschool Teacher	Position Status: Part-time Grade 10, starting at \$18.13 p/h, Mon-Fri 7am-1:30pm or 11:30am-6pm
Prepared By: Administration	Revision Date: June 27, 2024

WE ARE AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Job Summary:

Assist Preschool Teacher in all duties including supporting a suitable learning environment, directing and supporting students in their daily lessons and activities, and working with a variety of student needs.

Essential Duties and Responsibilities:

- Assume role and complete daily duties of classroom staff.

Duties include but are not limited to:

- Classroom:
 - Adhere to agency policy on positive discipline as stated in the personnel policies.
 - Use positive, developmentally appropriate teacher-child interaction strategies.
 - Provide an environment of acceptance.
 - Maintain a healthy and clean environment indoors and outdoors.
 - Ensure that no child is ever left unattended.
 - Follow USDA and agency guidelines during meals and cooking projects and all group activities.
 - Report any special needs of children to the Preschool Teacher in a timely manner.
 - Conduct daily playground safety checks.
 - Assist children in handwashing, toothbrushing, and bathroom use.
 - General class cleanup and sanitizing.
 - Mealtime set up and clean up.

- Kitchen:
 - Help prepare food items for each day as directed.
 - Wash dishes using appropriate method for sanitation.
 - Observe Montana sanitation and hygiene regulations and USDA guidelines.
 - Keep all equipment clean and well maintained.
 - Transport food to and from classrooms as needed.

- Office:
 - Answer phone as needed.
 - Assist with filing, copying, and other general office duties.

- Other:
 - Report all suspected child abuse as required by Montana state law and according to agency policy and procedure.
 - Administer medication under state and organizational guidelines.
 - Attend and actively participate in all required meetings and trainings to ensure compliance with agency performance standards, State of Montana QRIS requirements, and programmatic requirements.
 - Actively support the goals, objectives, mission, and vision of CAPNM and TLTPS.
 - Promote and facilitate the parents' role as primary educators of their children in collaboration with other CAPNM staff.
 - Establish and maintain professional boundaries with parents when handling program and personal issues.
 - Be sensitive to the needs of children and families, especially as related to economic, racial, ethnic, and disability issues.
 - Use a professional attitude and approach to working with parents, co-workers, and community volunteers to establish a positive and productive environment.
 - Participate in and promote a positive working relationship with all CAPNM staff and preschool families.

- Other duties as needed and assigned.

Minimum Qualifications (Experience/Education):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Upon hire:
 - Must be at least 18 years old.
 - High school diploma or HiSET.
 - Preschool CDA, or willingness to obtain Preschool CDA within 18 months of hire.
 - Current infant, child, adult CPR and first aid certification, or willingness to obtain within 30 days of hire; keep cards current.
 - Basic computer literacy skills.
 - Experience working in a team teaching approach preferred.
 - Experience with young children ages 2 to 5 years old preferred.
 - Experience with young children in pre-school or day care settings preferred.
 - Experience working with low-income populations preferred.

- Within 30 days of employment:
 - Initial health exam (re-exams are required at least every 10 years).
 - MMR immunization or proof of immunization if born after 1956.

- Tdap immunization or proof of immunization within the last 10 years.
- TB skin test if determined at risk for TB (risk assessment conducted upon hire)

Minimum Qualifications (Other):

- Have reliable transportation and a current Montana driver's license and liability insurance.
- Sign a release authorizing a criminal background check with an appropriate agency.
- Have no prior convictions of physical or sexual abuse of children.

Physical Demands & 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform the physical expectations of working with 2 to 5 year olds.
- Must be able to lift 50 pounds.
- Continuous standing and walking.
- Frequent bending, stooping and squatting.
- Full use of hands and arms frequently.
- Frequent repetitive movement, especially with hands and arms.
- Grasping.
- Normal hearing both in conversation and with a telephone.
- Frequent speaking in a clear and understandable manner.
- Good close, distance and peripheral vision and ability to distinguish colors.
- Some exposure to offensive language, angry clients and threats.

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

No description of the responsibilities and performance can fully detail those required for the position. The employee demonstrates a proven commitment to the mission of the Agency and is one from whom thoughtful recommendations and resolutions are expected. They demonstrate a passion for integrity, honest interaction and professional excellence.

They are discreet professionals in handling the important information to which they are entrusted.

THEY MAKE POSITIVE THINGS HAPPEN.