

TOWN OF HAMDEN
Preschool Assistant Teacher

Non-Classified/Non-Competitive
Department: Youth Services

Non-Bargaining Unit
Full time 40 hours

Position Overview: The Preschool Assistant Teacher is responsible for assisting the Preschool Lead Teacher and the Preschool Teacher in the classroom as needed. The Preschool Assistant Teacher will be part of a learning team that promotes a positive learning experience. The Preschool Assistant Teacher will support the Lead Teacher and Teacher in the implementation of a child centered curriculum that is open-ended, process oriented and inclusive in accordance with Hamden Youth Services, NAEYC standards and Connecticut Curriculum and Assessment framework.

Supervision Received: The Preschool Assistant Teacher reports to the Preschool Lead Teacher, Preschool Program Director and/or Youth Services Coordinator.

Essential Job Responsibilities: The Preschool Assistant Teacher assists in the daily operation of the classroom and assumes full responsibilities for the classroom in the absence of the Teacher. The key responsibilities include:

1. Classroom Management
 - Assists in providing for protection and care of the children
 - Assists in planning and implementing an appropriate daily program
 - Prepares snack and lunch: supervises and interacts with children while they eat
 - Assists with the ongoing supervision of the children
2. Curriculum Planning and Evaluation
 - Participates in curriculum planning
 - Cooperates with the Preschool Teacher in implementing the curriculum
 - Must attend and complete 18 hours of continuing education each year
3. Preparing of Materials and Resources
 - Assist in maintaining records and reports
 - Assist in preparing teaching materials and resources
 - Maintains a clean classroom and keeps equipment / supplies in good condition.
 - Notifies Teacher when supplies and/or food needs to be reordered
 - Preschool Assistant Teacher may perform related work as required or directed

Knowledge, Skills and Abilities: Must be able to relate to parents, staff and community in order to:

1. Support social and emotional development
 - Assist Preschool Teacher and help to implement hands on activities that develop positive self-esteem and develop social skills
 - Helps to plan culturally diverse activities
 - Communicates with children at their developmental level
 - Encourages children to be independent
2. Establish positive and productive relationships with families
 - Attends staff meetings and parent conferences

- Accurately follows special childcare instructions given by parents
 - Timely communication of parental instructions to the Preschool Teacher
3. Maintain a commitment to professionalism
- Supports the philosophy and educational objectives established by NAEYC
 - Diligently Adheres to the Town of Hamden Early Care and Educational Center's Handbook

Minimum Qualifications Required: Eligible individual must hold a CDA license and/or Associates Degree or Bachelor's Degree in Early Childhood Education or closely related field of study.

License or certificate: A valid, current Connecticut Driver's License and CPR certification is required.

Physical, mental exertion/environmental conditions: Must be able to work under stress from demanding deadlines and changing priorities and conditions. There is constant interaction with children, families and staff members, requiring the individual to remain calm under stressful conditions. You must have the physical ability to remain on feet for extended periods of time. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. You must be able to lift up to 50 lbs. of supplies and equipment.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position is funded through grants and fees, and a lack of funding or enrollment may result in the elimination of this position. This position is not part of the Classified Civil Service System of the Town of Hamden; however, the successful candidate will be employed in accordance with accepted principles of Public Employee employment.

May 2015