**TITLE:** Support Teacher

**QUALIFICATIONS:**

**Education:** CDA or higher

**Experience:** Experience working with young children

**REPORT TO:** Lead Teacher

**DUTIES:**

1. Provide large and small group as well as individual instruction under the Lead Teacher’s supervision.
2. Assist the lead teacher in carrying out informal assessment, programming, data collection, and parent conferences/home visits for children enrolled in the preschool.
3. Collect data and complete forms as directed by the Lead Teacher.
4. Assist in supervision of students in the classroom, on the playground, on field trips, and at other events.
5. Assist the lead teacher in making materials for classroom use. Assist Lead Teacher in setting up classroom centers, locating, and pulling materials.
6. Assist with classroom maintenance as directed by the Lead Teacher.
7. Prepare snack and clean up after snack time.
8. Assist children in the bathroom and with other personal needs.
9. Assume responsibility for classroom operation in the Lead Teacher’s absence.
10. Follow required dress code, cell phone policy, and media policy for CDCB.
11. Arrive on time daily.
12. Demonstrate good attendance. Follow center policies when using sick/vacation/personal time.
13. Obtain 15 hours of Child Care Clock-Hour Training each year from hire date to hire date.
14. Acquire and document required continuing education/in-service hours on appropriate CDCB forms.
15. Observe universal precautions at all times.
16. Observe the tenets of the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) at all times.
17. Perform certain physical requirements necessary for teachers, therapists, and aides working with the preschool children with and without disabilities at CDCB. These physical requirements include but are not limited to: running and walking, bending, kneeling, stooping, sitting on the floor and in small children’s chairs, getting up and down from the floor, and lifting children and equipment. Teachers, therapists, and aides also must have, with correction, vision and hearing within normal limits and the capacity to provide the children with an appropriate speech/language model.
18. Perform duties as described in this job description according to CDCB’s Policy Manual.
19. Meet and maintain minimum NAEYC educational requirements.
20. Carry out other duties as assigned by the Executive Director.