

SUMMARY

Assists in managing the classroom environment, provides input and observation concerning program participants, and interacts with parents and other resource staff to provide a supportive environment for children and families. Must exhibit strong moral values, joy for life, and Catholic faith.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the planning and implementation of developmentally appropriate daily activities that stimulate learning in all developmental areas (physical, emotional, social, and cognitive) through utilizing appropriate classroom management techniques and adhering to Colorado State Licensing Regulations
- Assists in the organization and maintenance of classroom materials and equipment.
- Participates in the preparation, setup, serving, and cleanup of snacks.
- Collects accurate and timely information on enrolled children through observation and work samples and may assist in using this information to plan for the individual child and to document growth.
- Develops positive relationships with parents and families of each child
- Orients substitute teacher and other staff members in the absence of regular teacher.
- Assists in preparing program statistics, internal and external reports and documents in accordance with federal, state and local regulations, guidelines and operating standards.
- Ensures that the classroom is safe, clean and orderly.
- Takes direction from Teacher regarding classroom organization and management.
- Covers for teacher in absence if appropriate.
- Provides crisis intervention including, but not limited to, child abuse reporting.
- Ensures safe environment by following safety rules.
- Reflects Our Lady of Loreto's commitment to treating all persons with dignity and respect.
- Supports, promotes and adheres to Our Lady of Loreto's vision, mission, values and Code of Ethics.
- Uses creativity and innovation in program development and service delivery.
- Maintains confidentiality of client and agency information.
- Regular and predictable attendance.
- Exhibits strong faith and a positive attitude.

QUALIFICATIONS

- Must comply with all Colorado State Licensing requirements.
- Able to effectively manage a classroom of children
- Effective interpersonal communication skills with children, parents and co-workers
- Ability to remember schedules, programs, policies, and other details.
- Ability to remain calm and calm others in an emergency and/or confrontational situation.
- Knowledge of the service population's cultural and socioeconomic characteristics and the appropriate techniques and practices for the client population.
- Ability to interact effectively as a team member and independently with Agency staff and with a diverse client base.

EDUCATION and/or EXPERIENCE

An assistant early childhood teacher must meet one of the following qualifications:

- Completion of **one** (1) of the early childhood education courses in Section 7.702.42, A*, with a course grade of "C" or better and twelve (12) months (1820 hours) verified experience in the care and supervision of four (4) or more children less than six (6) years of age, who are not related to the individual. Satisfactory experience includes being a licensee of a family child care home; a teacher's aide in a center, preschool or elementary school. Assistant early childhood teachers must be enrolled in and attending the second (2nd) early childhood education class which will be used as the basis for their qualification for the position of early childhood teacher.
- Persons having completed **two** (2) of the early childhood education classes referenced in Section 7.702.42, A*, with a course grade of "C" or better and no experience.
- A current early childhood professional Credential Level I Version 1.0 or 2.0 as determined by the Colorado Department of Education.

- * a. Introduction to early childhood professions
- b. Introduction to early childhood lab techniques
- c. Early childhood guidance strategies for children
- d. Early childhood health, nutrition, and safety
- e. Administration of early childhood care and education programs
- f. Administration: human relations for early childhood professions or introduction to business
- g. Early childhood curriculum development
- h. Early childhood growth and development
- i. The exceptional child
- j. Infant/toddler theory and practice; or the Department approved expanding quality infant/toddler training