



## JOB DESCRIPTION

### EARLY LEARNING ASSOCIATE TEACHER (ELAT)

#### **SUMMARY**

The Early Learning Associate Teacher (ELAT) assists in planning and implementing classroom activities to meet the individual and group goals for children enrolled in V.I.P. Tots classes.

As the second member of a teaching team, the ELAT will be overseen by the Early Learning Lead Teacher and assists with providing programs in a safe, loving environment where self-concept is enhanced, independence encouraged, and individuality is respected.

#### **KEY RESPONSIBILITIES**

The Early Learning Associate Teacher will follow all policies and regulations set forth in the Staff Handbook and Staff Safety Manual. The responsibilities of the ELAT will include but not be limited to the following:

1. Follow all licensing procedures. Keep children being supervised in visual contact at all times. Assist in keeping classrooms and playgrounds free of hazards and hazardous products.
2. Treat children, parents and other staff members with dignity and respect, demonstrating responsive caregiving and taking responsibility for safe environments at all times.
3. Respect the confidentiality of children, parents and staff.
4. Meet the needs of the children and families in a culturally sensitive manner.
5. Assist the Early Learning Lead Teacher providing developmentally appropriate activities to all children enrolled.
6. Assist the Early Learning Lead Teacher in observing and monitoring children's progress on a daily basis and assist in documenting as required. Assist in observations and record keeping regarding attendance and child performance when necessary. Discuss observations with the Early Learning Lead Teacher at appropriate times.
7. Assist in implementing the daily program under the direction of the Early Learning Lead Teacher to meet the developmental, emotional and physical needs of each child.
8. Assist the Early Learning Lead Teacher with daily responsibilities as needed, including, but not limited to: room set-up, lunch, toileting, special projects, preparing materials and classroom cleanup duties.

9. Assist the Early Learning Lead Teacher with housekeeping responsibilities, included but not limited to: disinfecting toys and equipment, food clean-up and laundry duties and maintaining a clean, safe and attractive environment.
10. Assist as needed in small group or one-to-one teaching sessions per daily lesson plan in the following curriculum areas: cognitive & pre-literacy, gross-motor, fine-motor, self-help, speech & language, music, and social/emotional.
11. Assist the Early Learning Lead Teacher with specific procedures such as diapering and toileting, safety issues, behavior management, etc.
12. When necessary, complete accident, behavior incident or unusual incident reports as required in a timely manner for children and/or for staff.
13. Assist the Early Learning Lead Teacher in conducting appropriate developmental screening/assessment of assigned children including the Desired Results Developmental Profile - Revised or ACCESS.
14. Effectively supervise children outdoors on the playground so that safety of the children and respect for equipment is accomplished.
15. Engage in play and communication exchanges inside and outside whenever possible or appropriate.
16. Effectively implement appropriate and positive discipline as described by Behavior Management Policy and/or plans developed in conjunction with the Early Learning Lead Teacher.
17. Attend all assigned staff meetings and trainings.
18. Complete and document 21 hours of professional growth each school year.

### **MINIMUM EDUCATION**

12 BASIC CORE ECE UNITS PER LICENSING.

### **REQUIREMENTS**

1. Ability to relate pleasantly and sensitively to children, staff, and parents.
2. Ability to apply knowledge of early child development to determine the educational and emotional needs of the child.
3. Evidence of emotional maturity and stability.
4. Evidence of sufficient security and judgment to handle crisis situations.
5. Ability to recognize and record significant individual and group behaviors.
6. CPR and First Aid training as required by licensing or funding agencies.

### **PHYSICAL DEMANDS**

Sit, stand, reach, look down, turn neck (frequently); walk, bend, stoop, squat, push, pull, climb stairs, reach above shoulders (occasionally); kneel, crawl, lift/carry items to 10 pounds (frequently), to 25 pounds (occasionally) and 26 - 90 pounds (students, in emergencies); grasp/manipulate materials and supplies (frequently); use seeing, hearing and speaking (continuously).

**WORKING CONDITIONS**

Indoor classrooms, outdoor school yard and grounds. Exposure to: student and playground noise, communicable diseases, noncompliant children, air conditioning, seasonal temperatures, dust, wind, pesticides and possible smog.

**TIME COMMITMENT**

The Early Learning Associate Teacher will be hired to work up to 40-hours per week in order to meet the ratio requirements set by the Board of Directors. The Executive Director in consultation with the Administrative Team will assign work hours. The number of hours worked per day will be contingent upon child enrollment and/or grant funding. Work schedules will vary depending on enrollment. Occasional paid evening hours may be required or requested for open house, trainings or special events.

**REPORTING RELATIONSHIP**

The Early Learning Associate Teacher will report to the Early Learning Lead Teacher in all matters concerning classroom environment and assigned responsibilities.

**COMPENSATION**

Compensation Packages will be determined by the Executive Director in accordance with the current compensation structure adopted by the Board of Directors.