



## Job Description

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<b>Job Title:</b>	Pre-Kindergarten Assistant Teacher
<b>Salary Range:</b>	\$18.40 - \$21.11 per hour, based on experience and qualification
<b>FLSA Status:</b>	Non - Exempt
<b>Work Year:</b>	August 5, 2024 - May 30, 2025; 181 days per year
<b>Location:</b>	Jefferson Academy Elementary:
<b>Supervisor:</b>	Childcare Program Director, Kevin Mesch [and/or Elementary Principal, Brendon Feddema]

### Summary:

Also known as an Assistant Early Childhood Teacher, the Assistant Pre-Kindergarten Teacher will be assigned responsibility for a group of preschool-aged children, four (4) years up to five (5) years of age in a classroom setting.

### Job Responsibilities:

1. Assist in planning and implementation developmentally appropriate curriculum and activities for pre-kindergarten children.
2. Foster a positive and inclusive learning environment that promotes social-emotional, cognitive, and physical development.
3. Assist in observations and assess children's progress, adjusting teaching strategies as needed.
4. Establish and maintain open communication with parents and guardians regarding child development and classroom activities.
5. Ensure compliance with the Colorado Department of Early Childhood's Child Care Licensing Rules and Regulations, including maintaining required position qualification credentials, ongoing professional development trainings.
6. Collaborate with other staff members to create a supportive and engaging educational experience for children
7. Substitute for an absent Pre-Kindergarten Teacher.
8. Take charge of lessons or classroom activities should the Pre-Kindergarten Teacher be sidetracked with other responsibilities.
8. Due to the nature of a Pre-Kindergarten classroom environment, other duties as assigned by the Pre-K Program Director.

### Job Requirements:

#### Assistant Teacher Qualification Verification

1. Minimum of 18 years of age.
2. Meet one of the following qualifications:
  - Early Childhood Professional Credential Level I or higher, or;
  - Child Development Associate (CDA) in Center-Based, Preschool, or other approved credential, or;
  - Some college coursework relevant to Early Childhood Education, and,
  - Verified experience in child care, based on level of qualification.
3. Maintain good mental, physical, and emotional health.
4. Demonstrate knowledgeable decision-making, judgment, and concern for children's well-being.
5. Complete required training as required by the Colorado Department of Early Childhood.

6. Ensure compliance with health and safety regulations, including immunization requirements.
7. Participate in ongoing professional development, with some focus on social-emotional development.
8. Adhere to center policies and procedures, and stay informed about licensing rules

**Classroom Environment:**

Our Pre-Kindergarten classrooms are designed to create a positive and engaging learning space that fosters the social, emotional, and cognitive development of young learners.

**Professional Development Opportunities:**

As a part of our commitment to continuous improvement, staff members have access to ongoing professional development opportunities. This includes training sessions, workshops, and conferences to enhance teaching skills and stay updated on best practices in early childhood education.

**Personal Qualities and Skills:**

We are seeking individuals with a passion for early childhood education, strong communication skills, creativity, and a commitment to creating a nurturing learning environment for our youngest learners.

**Physical Demands:**

The position involves standing for extended periods, lifting and carrying materials, and participating in physical activities with children. [Add more as needed].

Equal Opportunity Employer Statement:

[Include a statement affirming the school's commitment to being an equal opportunity employer.]

Equal Opportunity Employer Statement:

*Equal employment opportunity shall be provided to all employees and applicants. Jefferson Academy shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, gender identity, transgender status, race, color, religion, creed, national origin, ancestry, political affiliation, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, actual or perceived sexual orientation, or any other class protected by law.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_