

Assistant Teacher

The primary responsibility of the Assistant Teacher is to provide care for children in a child-initiated learning environment. This includes providing general supervision and management for a classroom of children and supervision of student employees along with students and visitors in the classroom for observation, research and practicum experiences. The Assistant Teacher assists the Lead Teacher with plans and facilitation in developmental activities as part of a comprehensive program for children's physical, cognitive, emotional and social growth, so children can reach their highest potential.

Qualifications

A Bachelor's Degree, Associates Degree or Certificate in Early Childhood Education, Elementary Education with 12 hours in Early Childhood Education, Special Education with 12 hours in Early Childhood Education, a child-related field or a CDA with teaching experience in a NAEYC accredited, play-based, developmentally appropriate preschool program. Demonstrate ability to communicate effectively with children, family and staff, and to provide leadership within a team-teaching model. Trained and certified in infant/child CPR and First Aid and negative TB test or screening. COVID-19 vaccinated including booster. Meets requirements of Virginia Licensing Rules for group daycare centers and university requirements for physical exam and criminal background check. Ability to lift up to 40 pounds.

Duties and Responsibilities

Assist Lead Teacher in planning and facilitating a daily program of care and activities for the assigned classroom.

- Contribute to the effective operation of the overall childcare program.
- Assists the Lead Teacher in developing and implementing daily/weekly activity plans. Responsible for the arrangement of space, setting, and materials in the classroom and with outdoor play equipment, to ensure a safe clean, orderly child centered learning environment, and consistent daily schedule for children's calm, comfortable and successful participation in the program. Individualizes programming according to children's interests and developmental goals.
- Document and assess the children's individual progress and the progress of the group as a whole as needed.
- Provides informal communication opportunities for families.
- Establish an Open Door Policy with families that offers daily verbal and/or written feedback for families on their children's progress and encourages family participation in the educational process
- Promote a multicultural and anti-bias approach to learning and to the center environment. Show respect for each child's culture and background and their personal uniqueness.
- Regularly support and encourage family participation in center activities (tentative)
- Establish and maintain developmentally appropriate, safe and nurturing learning environment according to program educational philosophy. Oversee housekeeping procedures within the classroom and in common areas as assigned. Monitor center sanitation procedures and promptly report any maintenance concerns to the Director.

Administrative Responsibilities

- Maintain regular communication with parents/guardians, volunteers, student teachers and the Center Director.
- Observe and share information regarding child's activities and experiences with parent/guardian.
- Notify the Center Director of classroom supplies and needs.
- Practice emergency evacuation procedures monthly and maintain Fire and Safety checklist.
- Assist with record keeping, respond to inquiries directed to the Center, and perform other administrative and program duties as assigned.
- Assist in center compliance with all regulatory requirements, including VDOE child care licensing requirements, Virginia Quality, and University policies.
- Participate in, and prepare for classroom and center staff meetings, family meetings, family conferences or center promotional activities, and special events as necessary or assigned.

Supervisory Responsibilities

- Model and supervise all, Student Teachers and volunteers assigned to their classroom, in collaboration with the Director. Assist with evaluation of classroom staff, Student Teachers and volunteers.
- Act as liaison with sponsoring faculty/staff members from the university, student teacher replacement supervisor's, volunteer agencies, job coaches.
- Assist in coordinating team-planning meetings as needed.

General Responsibilities

- Ensure the safety and physical well-being of the children.
- Coordinate snack-planning, preparation and clean up in accordance with state licensing guidelines.
- Provide recommendations and referrals of children with special needs.
- Develop and implement parent/guardian volunteer experiences.
- Attend parent or childcare committee meetings as needed.
- Maintain a professional working atmosphere and confidentiality of information in relation to staff, children and families.
- Perform other duties and responsibilities as assigned by the Lead Teacher and Center Director.

To Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.