



Main Office
405 N. Elm Street, Lumberton, NC 28358
910.277.3500 scapnc.org

Title: EHS Assistant Teacher

Status: Non -Exempt

Terms: Permanent Full Time

Department / Location: Allenton Head Start

Reports To: Center Manager

Job Summary: The Assistant Teacher shall assist in the delivery of high- quality educational services in the center-classroom setting. The Assistant Teacher is responsible for assisting in the planning, coordination, and implementation of a full day in the classroom that will provide children and families with comprehensive quality services that meet Head Start Performance Standards and State Childcare Licensing Standards and safely transport children during program hours. Any other duties as assigned.

Essential Duties and Responsibilities:

- Work collaboratively with staff to transition children into the working within the Head Start programs and other preschool programs.
- Effectively and accurately implement curricula, while maintaining a safe and sanitary classroom through routine health and safety checks.
- Conduct daily child health checks. Document weekly notes of children that captures their developmental progression.
- Assist with monitoring, aggregating, and analyzing educational data regularly to identify trends or areas of concerns and to inform the planning process.

- Assist the Teacher in the development and implementation of lesson plans and daily schedules/routines that support the curriculum.
- Must maintain required number and type of hours for professional development annually as identified by the childcare licensing regulatory agency and Head Start.
- Maintain systems, database, files, etc. ensuring security and confidentiality of data.
- Participate in agency sponsored training and workshops as required and any professional development training opportunities and Child Development Training requirements as required.
- Attends scheduled safety meetings/in-services conducted at various intervals throughout each school year.
- Prepares and maintains accurate reports. Must have a valid driver's license.
- Responsible for ensuring that all center operations are accomplished in full compliance with Head Start Performance Standards, agency policies and procedures and North Carolina Day Care Licensing Regulations.

Education Requirements:

- Associates Degree in Early Childhood Education

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