

BRIEF JOB DESCRIPTION

TITLE:

Assistant Group Supervisor/Assistant Teacher (AGS/AT)

DESCRIPTION:

The AGS/AT is responsible for the care and education of a group of children as part of a teaching team and functions as a team leader or co-leader. The AGS/AT assists in the planning and implementation of the curriculum and, with active participation of other members of the teaching team, works with parents and assists in the assessment of the needs of individual children.

ACCOUNTABILITY:

The AGS/AT reports to the Director and Assistant Director.

ACCOUNTABLE FOR:

Aides and Classroom Volunteers

MINIMUM EDUCATIONAL/EXPERIENTIAL QUALIFICATIONS:

Successful completion of a high school diploma or general equivalent diploma and must be at least 18 years of age.

Three years of full time experience working with children in a structured educational environment.

QUALIFICATIONS:

Physical

Ability to hear the conversation voice, with or without a hearing aid

Ability to see and read newsprint with or without corrective lenses

Ability to speak and be understood under normal circumstances

Ability to lift and carry children and other items weighing up to 50 pounds or more

The use of arms, hands, legs and feet with or without corrective devices to accomplish the job, including evacuation of the building during emergencies

Professional

Ability to conduct oneself with a calm and respectful manner

Ability to handle difficult situations with a calm and respectful manner

Ability to function in an a diverse environment requiring tactfulness and sensitivity

Ability to maintain confidentiality of all information pertinent to child/parent/staff

Interpersonal

Ability to interact with individuals in a positive, professional and productive manner

Ability to function within a team player environment

RESPONSIBILITIES/DUTIES:

To establish and maintain a safe and healthy environment

To advance physical and intellectual competence

To support social and emotional development and provide positive guidance

To establish positive and productive relationships with families

To ensure a well-run, purposeful program responsive to participant needs

To maintain a commitment to professionalism