

**JOB DESCRIPTION**  
**ASSISTANT CHILD CARE TEACHER - FULL DAY**  
**SCHOOL DISTRICT OF PITTSVILLE**

**REPORTS TO:** Director of Child Care

**GENERAL SUMMARY:** The assistant child care teacher works under the supervision of the lead teacher in all aspects of the care & education for the children enrolled in the class. Responsibilities may include but are not limited to the following: physical care giving, developmental assessments, following an age appropriate curricular plan, and facilitation of supportive relationships with director, co-workers, parents, and students. The assistant teacher is accountable for knowing Wisconsin licensing requirements and following the Wisconsin Model Early Learning Standards (WMELS).

**DUTIES AND RESPONSIBILITIES:** *(include but not limited to)*

1. Ensure the safety of each child enrolled in the class whether in the classroom, on the playground, or in common areas;
2. Maintain regular observation and evaluation of children's development and progress as directed by administration;
3. Assist the lead teacher with maintaining portfolios for each student;
4. Help the lead teacher complete weekly lesson plans, goals, and newsletters;
5. Accept and maintain responsibility on a daily basis for the ordered arrangement, appearance, decor, and cleanliness of the learning environment of the classroom;
6. Create safe and appropriate diapering, toileting, and handwashing areas and help children with all personal hygiene skills;
7. Plan and implement age and developmentally appropriate classroom practices that will include the areas of physical, emotional, social and cognitive needs of the young children.
8. Serve as a role model for the children in the areas of attitude, speech and actions on a daily basis;
9. Treat each child with dignity and respect for his/her cultural background;
10. Encourage children's development in the areas of building self-confidence, problem solving, and taking responsibility for their actions;
11. Interact with each child on a daily basis through circle time, centers, snacks, lunchtime, playground, free play, etc.
12. Nurture positive relationships with parents and establish continual communication.

**REQUIREMENTS:**

1. Maintain Confidentiality at all times.
2. Must meet Wisconsin State requirements and/or hold Assistant Child Care Teacher Certification.
3. WI Registry Certificate - Assistant Teacher
4. CPR/First Aid, SIDS/Shaken Baby Certified or be willing to obtain.
5. Must meet annual continuing education requirements.
6. Health exam, background check and TB test required.
7. Ability to perform physical labor as needed for position.

**EVALUATION:** The administration shall complete an evaluation in accordance with Board policy.

*Approved by the Board of Education May 8, 2023.*