



**Teacher and Non-Certified Teacher:** The Teacher is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual and psychological growth. To plan, prepare, and deliver instructional activities that facilitate active learning schemes, develop schemes of work and lesson plans, establish and communicate clear objectives for all learning activities, prepare classroom for class activities, provide a variety of learning materials and resources for use in educational activities, manage student behavior in the classroom by establishing and enforcing rules and procedures, encourage and monitor the progress of individual students, maintain accurate and complete records of students' progress and development, participate in meetings, communicate necessary information to director/assistant director and staff members regarding individual child's needs, keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities. The person must have physical strength to lift and carry children and other items weighing up to 50 lbs. and have the use of arms, hands, legs and feet without any problems.

Teachers must have **one** of the following:

1. Hold a bachelor's degree from an accredited college or university in early childhood education, education or child/youth development;
  2. Hold an associate degree from an accredited college or university in early childhood education, education or child/youth development;
  3. Have a Child Development Associate Credential
- or**
4. Have a high school diploma or GED; and
    - a. 1500 verified clock hours of experience in organized group activities for young children as indicated by a positive reference from a former employer or supervisor
- or**
- b. Submit a written plan for Department approval to acquire at least three credit hour or 45 clock hours of training in administration, early childhood education, education, or child/youth development, in a period not to exceed six months. The licensee must maintain a copy of written plan and Department approval for Department review.

**\*Key Competencies:** self-motivation, high energy level, verbal and written communication skills, attention to detail, high work standards, problem solving, decision making, organizing and planning, learning orientation, critical thinking, stress tolerance, flexibility and adaptability, initiative

**\*Teachers in the three year old, four year old, or five year old classrooms need to have an Associate or Bachelor's degree in Early Childhood Education or equivalent.**



**Assistant Teacher:** A teaching assistant works alongside the classroom teacher, providing support and reinforcement through working with individual students or small groups of students. The objective of this role is to maximize the functioning of each student under the direction of the lead teacher. The assistant teacher is to be able to follow through with teacher's lesson plans and classroom management. Able to follow instructions and deliver appropriate learning guidelines. The assistant teacher is able to be flexible and adaptable in all classroom settings, to assist the teacher in all faculties, follow through with direct instructions, and assist where needed. Some duties also include: monitor and support of the social and emotional needs of the individual child, adapt appropriate materials accordingly, deliver customized learning activities to children either individually or in groups, assist with the development of lesson plans and learning materials to meet curriculum requirements and individual child's needs, helps teachers prepare for lessons by getting materials ready, setting up equipment and arranging the classroom environment, assists the classroom teacher in directly observing and recording behavior, help maintain order in the classroom by ensuring children adhere to accepted rules and regulations, maintain classroom environment in an organized and orderly manner to ensure an optimal learning experience, create displays of the child's work and other classroom displays, collaborate with staff members in progress of each child, provide feedback to the teacher on each child's development, assist with supervision of children in class, at lunch, and recess, help with events. The person must have physical strength to lift and carry children and other items weighing up to 50 lbs. and have the use of arms, hands, legs and feet without any problems.

Assistant Teachers must have **one** of the following:

1. Have a high school diploma or GED; and
  - a. 1500 verified clock hours of experience in organized group activities for young children as indicated by a positive reference from a former employer or supervisor  
**or**
  - b. Submit a written plan for Department approval to acquire at least three credit hour or 45 clock hours of training in administration, early childhood education, education, or child/youth development, in a period not to exceed six months. The licensee must maintain a copy of written plan and Department approval for Department review.

**\*Key Competencies:** communication skills (verbal and written), group facilitation skills, effective relationship building skills, high energy levels, patience, adaptability, respect for diversity, team work skills, organizational and planning skills