# Job Title: Assistant Teacher

**Location:** Winston-Salem, North Carolina
**Department:** Early Childhood Education
**Reports To:** Lead Teacher / Childcare Center Director
**Employment Type:** Full-Time or Part-Time

## Position Summary

The Assistant Teacher supports the Lead Teacher in providing a safe, nurturing, and developmentally appropriate classroom environment for children ages 6 weeks through 5 years. This position assists with daily classroom activities, child supervision, lesson implementation, classroom organization, and children's care and development.

The Assistant Teacher works collaboratively with classroom staff to ensure children receive attentive, individualized care and educational experiences.

## Essential Duties and Responsibilities

### Classroom Assistance

- Assist the Lead Teacher with implementing lesson plans and educational activities.
- Support children's learning through play, exploration, music, art, reading, and hands-on activities.
- Help prepare classroom materials and learning centers.
- Assist with transitions, routines, meals, rest periods, and outdoor play.
- Encourage children's independence, positive behavior, and social interactions.
- Assist with maintaining a clean, organized, and inviting classroom.

### Child Care and Supervision

- Provide active supervision and maintain awareness of children's safety.
- Assist with diapering, toileting, handwashing, feeding, and other personal care routines.
- Follow appropriate infant safe sleep practices when assigned to infant classrooms.
- Support children's emotional needs and comfort.
- Follow health, sanitation, and safety procedures.
- Report injuries, incidents, concerns, and developmental observations to the Lead Teacher or administration.

### Team Collaboration

- Follow classroom direction and assignments provided by the Lead Teacher.
- Communicate effectively with classroom staff and administration.
- Assist with classroom opening, closing, cleaning, and preparation.

- Support substitute coverage and classroom transitions as assigned.
- Participate in staff meetings and required professional development.

**Family and Professional Responsibilities**

- Maintain respectful and professional interactions with families.
- Refer parent questions or concerns to the Lead Teacher or administration when appropriate.
- Maintain confidentiality of children and families.
- Follow center policies, procedures, and employee handbook requirements.

## Qualifications

- Meet applicable North Carolina DCDEE staff qualifications.
- High school diploma or equivalent preferred.
- Childcare experience preferred but not required for all entry-level positions.
- Interest in early childhood education and child development.
- Ability to work cooperatively with classroom teams.
- CPR, First Aid, and required childcare training must be completed and maintained as applicable.
- Must meet applicable background check and health requirements.

## Physical Requirements

- Ability to lift and carry children when necessary.
- Ability to bend, kneel, sit on the floor, stand, and move throughout the classroom.
- Ability to assist children during indoor and outdoor activities.

## Performance Expectations

- Maintains a safe and supportive environment.
- Follows directions and classroom procedures.
- Demonstrates patience, dependability, and professionalism.
- Supports the Lead Teacher and children's development.
- Completes assigned classroom responsibilities consistently.