

NHTI, Concord's Community College – SUPPLEMENTAL JOB DESCRIPTION

INCUMBENT: _____

Classification: Teacher Assistant
In-House Title: Assistant Teacher
Position Number: 9Temp

Function Code: 9285-058
Date Established: _____
Date of Last Amendment: _____

SCOPE OF WORK: Responsible for creating a warm, caring and safe environment, to support children and teachers in ways that improve the overall quality of care and education. Knowledge of growth and development as well as health, safety and nutrition as it affects young children. This position reports to the Teacher in the Pre-school room in the Child & Family Development Center at NHTI.

ACCOUNTABILITIES:

- Greets each child and family and assists in the transition from home to childcare setting.
- Responds sensitively to the interests, requests and needs of individual children.
- Actively engages children in developmentally appropriate activities.
- Interacts playfully with children and encourages natural exploration and curiosity.
- Uses positive child guidance strategies.
- Assists teachers in recognizing and recording children's progress and documenting accidents, medication and concerns.
- Communicate concerns regarding children and families to the teacher and director.
- Assists in cleaning and organizing to maintain classroom well being and upkeep.
- Complies with all college, system, state and federal rules and regulations including, but not limited to, health and safety policies, State of New Hampshire Sexual Harassment Policy and all civil rights laws;
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Associate's degree or equivalent credit hours in education, early childhood education or child development from a recognized college or technical institute.

Experience: No experience required. Each additional year of approved work experience in a teaching or childcare environment may be substituted for one year of required formal education.

License/Certification: Possession of a current New Hampshire driver's license or access to transportation.

SPECIAL REQUIREMENTS: Maintain certification in infant/child CPR and first aid.

RECOMMENDED WORK TRAITS: Knowledge of the modern methods, principles, techniques and procedures of teaching. Ability to maintain appropriate discipline without creating harmful situations to students concerned. Ability to promote cooperation between students and educational personnel. Ability to carry out oral and written instructions and to provide proper assistance to the teachers or supervisor assigned. Ability to establish and maintain harmonious relationships with all employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee Name and Signature

Date Reviewed

Supervisor's Name and Title: Katie Lugg, Teacher - Preschool

The above job description accurately measures this employee's job duties.

Supervisor's Signature

Date Reviewed

Director NH Division of Personnel

Date Approved