



Little Treasures

Early Childhood Center

Assistant Teacher Job Duties

- Assist in developing lesson plans based on state requirements, center curriculum and the needs of each child
- Collaborate with teachers to monitor the development of each child
- Understand the teacher's routine when it comes to delivering a lesson plan and running the class in the event that the teacher is absent on a particular day
- Substitute teach when lead teacher is absent
- Plan developmentally appropriate activities and read stories to the children
- Teach lessons and small groups daily
- Work with children in the classroom to promote their learning and development
- Communicate with parents and keep them informed about their child's development and any changes to the regular day-to-day schedule
- Assist children to change clothing/pull-ups if needed
- Show respect and kindness to all children
- Clean and maintain center areas daily
- Greet children and parents with warmth and kindness

Qualifications

- High school diploma/GED required (Associate Degree in Early Childhood preferred)
- TB Test, State of Michigan Licensing Background Check and fingerprinting are required before an employee may work with children
- Excellent communication skills
- Compassionate attitude and strong understanding of child development
- Experience using HighScope Curriculum preferred
- Nurturing teaching approach
- At least 18 years old