Position Title: Assistant Teacher
Location: Summit County Preschool
Classification: Non-Exempt
Pay: $21–25 per hour depending on experience and qualifications; comprehensive benefits; 5 days, 8 a.m.–5 p.m. preferred.

Position Summary: Assistant Teachers work with the Lead Teacher to provide a safe, nurturing, and engaging classroom for children. They help with learning activities, daily routines, child care, supervision, documentation, and family communication while following SCP policies and program requirements.

Qualifications

- Basic knowledge of child development preferred
- Strong communication and teamwork skills
- Meet any Colorado requirements that apply to the position
- Complete and maintain required background checks, training, certifications, and professional development
- Required training and support will be provided

Essential Duties and Responsibilities

1. Learning & Classroom Activities

- Help the Lead Teacher plan and provide age-appropriate learning experiences
- Engage children in play, conversation, exploration, and learning throughout the day
- Adapt activities based on children's needs, interests, and abilities
- Support classroom routines and transitions
- Help carry out activities and individual goals identified by the Lead Teacher or child-support team

2. Child Development & Individual Support

- Build nurturing and responsive relationships with children
- Observe children's development, behavior, interests, and needs
- Share observations with the Lead Teacher
- Assist with child observations and documentation as assigned
- Support children's IEPs, IFSPs, health plans, behavior plans, and other individual plans as directed
- Support children's social-emotional development and independence

3. Positive Guidance

- Use positive, age-appropriate guidance strategies
- Help children learn to express emotions, solve problems, and interact positively with others
- Follow SCP behavior-support and prohibited-practice policies
- Ask the Lead Teacher or administration for help when additional support is needed

4. Communication with Families

- Communicate professionally and respectfully with parents and guardians
- Share positive information about children's days
- Assist with drop-off and pick-up
- Support family conferences and other communication as requested
- Refer questions or concerns requiring additional follow-up to the Lead Teacher or administration

5. Safety, Health & Supervision

- Maintain active supervision and know where children are at all times
- Follow required ratios, group sizes, child counts, and transition procedures
- Assist children with toileting, diapering, hygiene, meals, rest, and personal care
- Observe children for signs of illness, injury, or safety concerns and report concerns promptly
- Follow allergy, health, medication, and emergency plans as trained and authorized
- Participate in emergency drills and procedures

6. Classroom Care & Health Practices

- Help maintain a clean, safe, organized, and engaging classroom
- Follow required cleaning, sanitizing, disinfecting, handwashing, food-safety, and infection-control practices
- Help maintain children's belongings and classroom materials
- Follow safe meal, snack, and feeding practices

7. Documentation & Compliance

- Complete assigned classroom records accurately and on time
- Protect confidential information about children, families, and staff
- Follow SCP policies and applicable licensing, Head Start/Early Head Start, UPK, CACFP, and health and safety requirements
- Immediately report suspected child abuse or neglect as required by law and SCP policy
- Promptly report injuries, incidents, safety concerns, and other required information

8. Teamwork & Professional Responsibilities

- Work cooperatively with Lead Teachers and other staff
- Communicate openly and respectfully
- Attend required meetings, training, coaching, and professional development
- Maintain required qualifications and training
- Be willing to assist in other classrooms or duties as needed

Benefits & Other Compensation: Summit County Preschool offers eligible employees a comprehensive benefits package that includes

- Health, vision, and dental insurance.
- Retirement plan.
- Generous paid time off, including holidays and wellness days.
- Professional development assistance.
- Ski pass.
- 15% employee childcare discount, with the opportunity for the discount to increase with continued employment.

  Benefits are subject to eligibility requirements and current policies and plan terms.

Equal Employment Opportunity

Summit County Preschool is an Equal Opportunity Employer. Employment decisions are based on qualifications, experience, performance, and the needs of the organization. SCP does not discriminate based on race, color, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, genetic information, marital status, veteran or military status, or any other status protected by federal, state, or local law.

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