



Elevate PreK Assistant Teacher Job Position

Summary of Function

Responsible for supporting the lead teacher in creating a learning environment where four-year-old students are developing through meaningful experiences, play-based learning, and supportive teacher-child relationships.

Qualifications

Qualifications include:

- Some college coursework pertaining to Early Childhood Educational and/ or Child Development
- One-year experience working with young children in center-based early care and educational settings
- Knowledge of developmentally appropriate and culturally responsive teaching practices specific to early childhood
- Possess the ability to multi-task and manage multiple situations effectively
- Strong organizational skills with the ability to maintain multiple classroom responsibilities
- Demonstrates flexibility, adaptability, and openness to new ideas and/or approaches
- Works effectively as a team member (e.g., takes and gives directions) and has strong interpersonal and communication skills (e.g., takes perspective of others, willingness to acknowledge mistakes).
- Ability to supervise before and after care hours prior to the lead teacher's arrival

Values and Characteristics

- Believes and is committed to ensuring that all children have access to world-class education
- Embodies a "growth mindset" - willingness to make mistakes to learn and improve teaching practices
- Values diversity and differences among children and families (i.e., culture, race, and ethnicity, economic, gender, sexual orientation, ability, linguistic/ language, national origin, religion).
- Works with urgency and purpose to drive students' outcomes
- Comfortable with ambiguity, change, and is flexible

- Seeks and responds well to feedback, which is shared often and freely across all levels of the organization
- Works through silos and forges strong cross-departmental relationships in order to achieve outcomes
- Sees early childhood education as a profession and models this throughout their work

Upon hire, will be required to:

- **Obtain CPR/First Aid certification.**
- **Complete FUSD New hire trainings, along with trainings for DHS and DES.**
- **Obtain and maintain a DPS Fingerprint Clearance Card.**

Duties and responsibilities

1. Provide a safe and high-quality early learning environment that meets the social, emotional, physical and cognitive needs of four-year-old.
2. Plan and implement play-based activities and lessons using High Scope and PATHS curriculum in alignment with the Arizona Early Learning Standards, with support from the lead teacher.
3. Ensure the classroom environment is culturally responsive and age-appropriate.
4. Involve families and community members in classroom activities and lessons.
5. Maintain documentation related to child progress, family communication, and overall classroom operations.
6. Participate in ongoing professional development and on-site coaching services to improve teaching practices.
7. Act as the lead staff member for before and after care activities.
8. Foster positive relationships with children, families, colleagues, and community partners.
9. Support maintaining all aspects of the classroom program, including maintaining DHS requirements and adhering to the Quality First standards of practice.
10. Participate in cooperative and supportive team members of Elevate PreK by engaging in collaborative meetings and by building relationships with other collaborative systems.
11. Performs other duties as assigned.