

Ken-Caryl Ranch Metropolitan District
Job Description

Title: Early Childhood Assistant Teacher
Date of Update: January 1, 2022
Status: Non-Exempt
Classification: Variable Full-Time or Regular Part-Time
Department: Preschool
Reports to: Preschool Director

This Job Description outlines the basic requirements, duties, and general responsibilities of the position Early Childhood Assistant Teacher. Unless modified by a written Employment Agreement, this position is “at-will,” which means the Ken-Caryl Ranch Metropolitan District (“District”) may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

The headings in this job description are for reference only and shall not affect its interpretation. Unless expressly defined in this job description, all terms have the same meaning as defined in the Employee Handbook.

Job Summary:

Under the direction of the Preschool Director, the Early Childhood Assistant Teacher is responsible for facilitating a fun and engaging, play based learning environment for children ages 2.5-6 years of age during the school year.

Essential Functions:

The following duties are an overview of the primary duties and responsibilities of the Early Childhood Assistant Teacher and should not be considered an all-inclusive list.

- A. Helps Early Childhood Teacher to implement curriculum that encourages play, choice, inquiry, and learning and prepares children for kindergarten; cultivates an inviting and nurturing environment for every child
- B. Assists children’s learning progress with oversight from the Preschool Director.
- C. Maintains a safe environment for program participants and ensures that proper safety precautions are being followed.
- D. Communicates effectively, professionally, and regularly with the Preschool Director, teammates, and preschool families through verbal and written communication.
- E. Works in collaboration with other team members and the Director to ensure consistency within and amongst classrooms.
- F. Follows the District’s preschool philosophy of behavior management which includes positive reinforcement and redirection.
- G. Performs necessary administrative duties essential for the classroom including required paperwork for state licensing (drill logs, student sick logs, medication administration logs, attendance tracking, etc.); follows all guidelines set forth by the Office of Early Childhood and CO Department of Health and Human Services.
- H. Maintains an exceptionally clean and organized classroom.
- I. Drives 14 passenger minibus for local field trips. (No special license needed)
- J. Attends staff meetings, trainings, and other applicable activities and meets all deadlines; keeps up to date with all required certifications.
- K. Uses proper safety precautions for all work performed and adequately cares for and maintains all District property and immediately reports any damage to Supervisor.
- L. Consistently promotes a positive, professional image of the District and provide excellent customer service at all times.

Required Experience:

An Assistant Early Childhood Teacher, assigned responsibility for a single group of children during times specified in Section 7.702.46, must meet one (1) of the following qualifications:

1. Completion of one (1) of the Early Childhood Education courses in Section 7.702.43 B, 3, with a course grade of "C" or better; and a minimum of nine (9) months (1,365 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual. Assistant Early Childhood Teachers must be enrolled in and attending the second (2nd) Early Childhood Education course, which will be used as the basis for their qualification for the position of Early Childhood Teacher; or,
2. Completion of two (2) of the Early Childhood Education courses referenced in Section 7.702.43, B, 3, with a course grade of "C" or better and no experience; or,
3. A current Early Childhood Professional Credential Level I or higher in Version 3.0 as determined by the Department.

Knowledge, Skills, and Abilities:

1. Knowledge, understanding, and application of positive classroom management techniques.
2. Be highly organized, punctual, flexible, and demonstrate compassion and patience.
3. Flexible and positive in an intense and dynamic work environment; utilizes creative problem solving within a sometimes challenging environment; ability to make quick, rational decisions in situations affecting the safety and wellbeing of program participants and possess the ability to carry out such decisions.
4. Effective and clear written and oral communicator with a variety of audiences including staff, parents, and supervisors.
5. Ability to work a schedule that includes mainly Monday-Friday and minimal evenings and weekends.
6. Ability to read, write, speak and understand the English language at a level adequate to perform the job.
7. Able to drive a 14 passenger mini bus and other applicable vehicles.
8. Understands the general philosophy of public recreation agencies and adheres to the organization's mission.
9. Ability to occasionally support other recreation programming including special events.
10. Develop and maintain relationships with District employees, volunteers, the community, public agencies, and the private sector.

Special Requirements:

1. Possess, or ability to obtain, valid First Aid and CPR certifications upon hire as well as all applicable licensing requirements and certifications.
2. Medication administration certification, or ability to acquire certification within 30 days of hire date.
3. Possess or ability to obtain a valid Colorado driver's license, an acceptable driving record, and be insurable by the District's carrier.
4. Be proficient in Microsoft Office Suite.

Work and Physical Requirements:

OFFICE AND PROGRAM ENVIRONMENT: This position requires work in a variety of locations and conditions, including but not limited to, classrooms, gymnasiums, offices, and various venues around the Denver metro area, the District's parks and recreational facilities, and other similar inside and outside work areas. A substantial portion of this position will involve sedentary, administrative work in an office environment.

Moderate physical activity is required, including the ability to lift items in excess of 50 pounds occasionally and up to 20 pounds frequently. This position requires the ability to stand, walk, sit, kneel, stoop, bend, lift, squat, push, pull, crawl, jump, slide, climb, pinch, grip, reach overhead, reach away from body, and perform repetitive motions.

Work is performed in all weather conditions. Positive interaction with participants, District employees, subordinate supervisors, other organizations, and the public required. Work will involve periods of high physical, mental and/or emotional stress.