
Auburn University Job Description

Job Title: **HELC Asst Teacher**

Job Family: No Family

Job Code: **AD53**

Unclassified: HELC

FLSA status: Exempt

Job Summary

The HELC Assistant Teacher assists teachers to implement daily programs for preschool learning environments at the Harris Early Learning Center (HELC).

Essential Functions

1. Helps Teachers plan and implement curriculum for a group of children consistent with developmentally appropriate early childhood education practice and in accordance with National Association for the Education of Young Children (NAEYC) accreditation standards.
2. Assists in the physical, social, emotional, and cognitive development of children through safe and structured environments.
3. Participates in modeling best classroom practices for undergraduate students completing course requirements or internships.
4. May include other duties as assigned to help minimize disruption to classroom routines.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent.
Experience (yrs.)	0	No experience required.

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Working Knowledge of child development in all areas of development (physical, social, emotional, cognitive, creative).

Certification or Licensure Requirements

Requires active progress toward the completion of a Child Development Associate (CDA) credential.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

No special vision requirements

Date: 5/11/2021
