



JOB INFORMATION

Job Code	AD53
Job Description Title	HELIC Asst Teacher
Pay Grade	AAUC
Range Minimum	\$0
33rd %	\$0
Range Midpoint	\$0
67th %	\$0
Range Maximum	\$0
Exemption Status	Exempt
Approved Date:	5/24/2024 12:06:06 PM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

The HELIC Assistant Teacher assists teachers in implementing daily programs for preschool learning environments at the Harris Early Learning Center (HELIC). The HELIC Assistant Teacher assists teachers in implementing daily programs for preschool learning environments at the Harris Early Learning Center (HELIC).

RESPONSIBILITIES

- 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.
- Assists in the physical, social, emotional, and cognitive development of children through safe and structured environments.
- Participates in modeling best classroom practices for undergraduate students completing course requirements or internships.
- May include other duties as assigned to help minimize disruption to classroom routines

SUPERVISORY RESPONSIBILITIES

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

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School		and	0 years of	No experience required.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
CDA-Child Development Associate	Some positions may require progress towards CDA.		

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

No special vision requirements.