



## JOB DESCRIPTION

**TITLE:** Assistant Preschool Teacher  
**DEPT:** Early Learning Center  
**REPORTS TO:** Center Program Manager  
**FLSA:** Non-Exempt  
**SALARY:** \$34,653. - \$37,960

### POSITION SUMMARY:

Assistant Teacher works under the direct supervision of the Lead Teacher to provide an early childhood education program for a group of three- and four-year-old children and addresses all areas of child development to meet the individual needs of each child. In partnership with parents, the Assistant Teacher assists in the observation and assessment of children's development and helps plan and implement classroom curriculum based on child's development knowledge.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current Students, clients, and suppliers as well as the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services. Learns and uses operating practices of the department and Heritage University.
1. Upholds the Heritage University Mission Statement.
2. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
3. Assist the Lead Teacher in the development of appropriate indoor and outdoor environments.
4. Assist in the use of curriculum framework and curriculum tools that provide opportunities for each child to meet learning expectations that prepare children for success in school.
5. Work independently to supervise children during assigned times of responsibility.
6. Support children's social and emotional development through positive child guidance approaches and development of positive relationships with children in the classroom.
7. Participate in the assessment of each child's learning needs through screening, observation, ongoing assessment, and the development of individual learning plans.
8. Provide general housekeeping tasks such as sweeping and picking up toys and materials used in projects.
9. Prepare, serve and clean up breakfast, lunch and snacks as needed for the classroom model.
10. Assist children with routine hygiene needs
11. Establish and maintain positive communication with parents, children, peers and supervisors.
12. Assist in maintaining all required records in an accurate and timely manner.
13. Help maintain an orderly, healthy and safe environment.

14. Maintain confidentiality.
15. Participate in the use of video communication and distance learning for ongoing professional development and team meetings.
16. Other duties as assigned.

**KNOWLEDGE, SKILLS AND EXPERIENCE:**

- High School Diploma or GED required, an associate or higher degree in early childhood education preferred.
- Experience working with young children and STARS id number
- The equivalent of 12 college quarter credits in early childhood education, **OR**
- A current Childhood Development Associate (CDA) credential awarded by the Council for Early Childhood Professional Recognition.
- Demonstrated ability to build positive relationships with children.
- Demonstrated ability to work efficiently within a team.
- Demonstrated computer skills, organizational skills and commitment to follow through on tasks with a minimum of supervision.
- Demonstrated ability to use sound judgment in critical and adverse situations.
- Demonstrated ability to work with people, including parents, social service providers and school district personnel.
- Successful completion of criminal records and fingerprint background check.
- Valid certificate of CPR and first aid, HIV training, child abuse and neglect training, training on emergency preparedness, have a TB test to meet state health requirements, and have a current food handler's card.

**BENEFIT PACKAGE (benefit eligible is at least .75 FTE):**

- Health Benefits – medical, vision, prescription, and dental
- Life insurance
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Programs
- Additional plans are available for purchase. This includes AFLAC and additional life & AD&D insurance.
- Many other employee engagement programs.

**APPLICATION INFORMATION AND DEADLINE:** Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application LINK: [Employment Application](#)

Review of applications will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: [HumanResources@heritage.edu](mailto:HumanResources@heritage.edu) or  
Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

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