Atlanta Community Schools

Great Start Readiness Program (GSRP), Associate Teacher

**POSITION SUMMARY:**

The GSRP associate teacher is responsible for working as a team member in providing a quality educational program for preschool children by supporting the classroom teacher in planning, assessing and instructing students. The position includes assisting the classroom teacher in maintaining required records to ensure compliance and meet licensing guidelines.

**REQUIRED QUALIFICATIONS:**

* Associate’s degree in early childhood education or child development or the equivalent: or a valid classroom CDA credential required.
* Complete TS Gold Inter-rater Reliability within one year of hire and renew every three years thereafter.

**PREFERRED QUALIFICATIONS:**

* Experience in working with preschool children, particularly with at-risk children
* Ability to be self-directed and take initiative when given a variety of tasks and responsibilities.
* Certification in CPR and First Aid
* Strong Communication and interpersonal skills to effectively interact with students, parents, and teachers
* Familiarity with TS Gold

**RESPONSIBILITIES:**

* Work as a team member in providing a quality educational preschool program
* Assist in planning, implementing, and monitoring curriculum and assessment
* Assist in establishing parent-involving activities
* Assist in home visits
* Assist in all daily operations of the program
* Work with individual and small groups of students
* Support children’s emotional and social development, encouraging understanding of others and positive self-concepts
* Work collaboratively and communicate with the classroom teacher to implement lesson plans, activities, and classroom tasks
* Assist teacher with monitoring behavior and supporting the educational process in the classroom
* Observe student’s performance and record relevant data to assess progress
* Collect and document data regarding the students(s)
* Maintain accurate and complete student records
* Supervise students in classrooms, halls, gym, and or playground
* Participate in training and on-going professional development
* Able to work flexible hours as needed for family involvement activities, including home visits, open house
* Maintain confidentiality
* Demonstrate behavior that is professional, ethical, and responsible
* Perform other duties as assigned

**PHYSICAL REQUIREMENTS:**

Employee must be capable of performing physical demands of the job, including but not limited to lifting, bending, stooping, squatting, and standing for long periods of time.