



<b>Job Title:</b>	Assistant Teacher	<b>Job Category:</b>	Preschool / Education
<b>Department/Group:</b>	Early Childhood Education	<b>Position Type:</b>	Part-Time
<b>Location:</b>	The Hub - 19 S. 49 <sup>th</sup> Ave, 74127	<b>Pay Range:</b>	\$15.50 - \$20.00 / hour
<b>Reports to:</b>	Program Manager – Early Childhood Education	<b>Position Type:</b>	Aide

**About The Common Good:**

We collaborate with our Northwest Tulsa neighbors and other partners advocating for the community, creating opportunities through education, physical and mental health, career development, sports and the arts for children, families, and residents of all ages.

**Job Description:**

The Common Good Preschool is rooted in joyful, relationship-centered learning. Our ethos prioritizes early literacy and rich oral language development, child autonomy and meaningful choice, and nervous system regulation as the foundation for academic growth. We believe children learn best in environments that are predictable, play-based, culturally responsive, and grounded in strong family partnership.

The Assistant Teacher for the Early Childhood Education Department supports the 3–4-year-old classroom learning environment and helps deliver high-quality, developmentally appropriate instruction aligned to Oklahoma standards and the program curriculum. This role actively participates in daily classroom routines, reinforces language development and early literacy experiences, supports children in building independence and self-regulation skills, collaborates closely with the Lead Teacher and departmental staff, partners with families as appropriate, and helps ensure compliance with DHS licensing and documentation requirements.

This role is ideal for an educator who enjoys hands-on classroom engagement, values whole-child development, thrives in collaborative environments, and is committed to creating a calm, well-regulated, and inclusive learning community.

**ROLE AND RESPONSIBILITIES**

- Support daily instruction (circle, centers, small groups, outdoor play, meals, rest, transitions)
- Assist with lesson prep, classroom setup, and materials organization
- Reinforce predictable, trauma-informed routines and positive guidance  
Promote early literacy and oral language through intentional interactions  
Facilitate small groups and centers under Lead Teacher direction
- Contribute observations for GOLD and ASQ documentation
- Provide targeted support and scaffolding for individual learners
- Communicate professionally with families during arrival and dismissal
- Maintain positive working relationships with youth, staff, families, and volunteers
- Assist with attendance tracking and Amilia data entry as assigned
- Ensure proper care and organization of materials and facilities
- Uphold Oklahoma DHS licensing, ratios, sanitation, and safety procedures
- Support accurate, timely classroom documentation
- Communicate regularly with the Lead Teacher and supervisor regarding classroom needs
- Align with expectations laid out in The Common Good Employee Handbook

**REQUIRED QUALIFICATIONS**

- 1+ year experience working with young children ages 2–5 in a classroom, childcare, camp, or similar setting
- CPR/First Aid and Mandated Reporter certified (or willingness to obtain)
- Ability to pass a background check
- Strong interpersonal and communication skills
- Ability to manage multiple tasks in a structured, fast-paced classroom environment
- Commitment to creating a welcoming, safe, and inclusive learning environment
- Ability to work occasional evenings or weekends to support family events or programming
- Capable of lifting and carrying up to 50 lbs. as needed

**RECOMMENDED QUALIFICATIONS**

- CDA, Associate's degree, or coursework in Early Childhood Education or related field (state-approved equivalent considered)
- Comfort with play-based, trauma-informed, or community-based early learning environments
- Experience with GOLD, ASQ, MTSS, or PBIS
- Familiarity with Amilia or similar registration systems
- Bilingual (English/Spanish) a plus

**ADDITIONAL NOTES**

This role includes a 90-day probationary period, during which performance, reliability, and program fit will be evaluated. At the conclusion of the probationary period, the role may be reevaluated and may be eligible for assignment into another Early Childhood Program role based on program needs and individual performance, including:

- ECE Program Staff
- Lead Teacher
- Program Coordinator
- Interventionist

Advancement is not guaranteed and is contingent on demonstrated performance, program readiness, and organizational approval.

This job description is intended to provide a general overview of the responsibilities and qualifications for the Early Childhood Assistant Teacher position. Your responsibilities may extend beyond these duties and are not limited to them; supervisors may assign other tasks or responsibilities as deemed necessary.

The Program Manager of Early Childhood Education will establish your schedule, including any additional hours worked outside of the Early Childhood department. To apply, please go online to <https://forms.gle/1fUWdEbuzXdZYLQh7>