



Job Title:	Assistant Teacher	Job Category:	Education
Department/Group:	Early Childhood Program	Job Code/ Req#:	Part-Time (25-30 hrs)
Location:	The Hub - 19 S. 49 th Ave, 74127	Pay Range:	\$14-\$19/hr.
Reports to:	Program Manager	Tentative Hours:	8am-1pm OR 1pm-6pm

Mission of *The Common Good*:

The Common Good is a non-profit organization in Northwest Tulsa seeking to partner with families in the community to programming based in education, sports & arts, senior programming and health equity services.

Job Description

The Common Good Early Childhood Program is rooted in joyful, relationship-centered learning. Our priorities include early literacy and rich oral language development, child autonomy and meaningful choice, self-regulation as the foundation for academic growth. We believe children learn best in environments that are predictable, play-based, culturally responsible, and grounded in strong family partnership.

The Head Teacher for the Early Childhood Program supports the 3-4 year old classroom learning environment and delivers high-quality, developmentally appropriate instruction aligned to Oklahoma standards and the program curriculum. This role leads daily classroom routines, intentionally embeds language development and early literacy into daily experiences, supports children in building independence and self-regulation skills, mentors the Lead Teacher & Assistant Teachers, collaborates with departmental and program staff, partners with families, and ensures 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 strategies.
- Promote early literacy and oral language through intentional interactions
- Facilitate small groups and centers under Head Teacher and/or Lead Teacher directions
- 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
- Ensure proper use and care of program equipment and facilities
- Maintain Oklahoma DHS compliance including ratios, sanitation, and safety procedures
- Communicate regularly with Head Teacher & Lead Teacher regarding youth engagement, and classroom needs
- Align expectations laid out in The Common Good Employee Handbook

REQUIRED QUALIFICATIONS

- 1+ years of experience working with young children ages 2-5 in a classroom, camp, childcare or after-school setting
- CPR and First Aid Certification preferred.
- Ability to pass a background check
- Strong interpersonal and communication skills
- Skilled in managing multiple tasks and priorities in a fast-paced environment
- Commitment to creating a welcoming, safe and inclusive environment
- Ability to work mornings or afternoons, and special events as needed, which includes some evenings
- Capable of lifting and carrying up to 50lbs. as needed

RECOMMENDED QUALIFICATIONS

- CDA, Associate's Degree or coursework in Early Childhood Education or related field
- Comfort with play-based, trauma-informed, or community-based early learning environments.
- Bilingual (English/Spanish) a plus.

- COM (Certificate of Mastery) 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.

This job description is intended to provide a general overview of the responsibilities and qualifications for the Early Childhood Program 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 will establish your final schedule.

To apply, [click on this link](#) and upload your resume as directed.