



PRESCHOOL AND KINDERGARTEN

JOB DESCRIPTION

Position	Assistant Teacher
Primary Function	To support the educational goals of the Lead Teacher in the classroom by promoting appropriate academic, spiritual and social growth to students.
Expectations	Nurturing, Professional, Reliable, Friendly, Inviting, Self-motivated, Even-tempered, Adaptable
Supervision	Receives direction from assigned Lead Teacher(s)
Compensation	Hourly

Qualifications/Experience

- Experience working with young children
- Practical understanding of early childhood education
- Articulate in communicating tenets of Christian faith to children
- Level II Background Check
- Completion of First Aid certification within one year of hire
- Completion of CPR certification within one year of hire

Education Requirements

- 4C Early Childhood Program 10 hour and 30 hour Certification
Within 10 months of first day of employment OR
- Child Development Associate Certification (CDA) OR
- 6 Months (910 hours) of verified experience in group care of unrelated children under six years of age

Responsibilities

- Assists Lead Teacher in implementing all functions of daily activities.
- Assume Lead Teacher role when Lead Teacher is absent.
- Manage classroom supplies according to Lead Teacher curriculum plans.
- Assist Lead Teacher in assessing health of students.
- Assist Lead Teacher in supervising aspects of curriculum instruction.
- Manage educational tools/toys according to Lead Teacher curriculum plans.

Assistant Teacher, continued

Examples of Daily Tasks

Curricular Tasks

- Greet children and assist in monitoring morning work
- Assist students in daily routines including chapel duties, outdoor learning activities, centers and circle time
- Assist in curricular instruction, based on Lead Teacher directive
- Provide individualized instruction for identified students during whole group and center time
- Check folders for homework, if applicable
- Assist in gathering supplies and materials for lesson plans
- Put up bulletin boards
- Interface with Lead Teacher daily, weekly, monthly to discuss curriculum strategies
- Provide input regarding student progress
- Prepare folders/backpacks to go home
- Participate in staff meetings
- Participate in school functions outside of school hours such as field trips, special events

Co-curricular Tasks

- Early morning playground inspection/preparation on 6 week rotation
- Prepare classroom such as move chairs/tables where needed
- Prepare snack cabinet on scheduled rotation
- Prepare daily snacks/drink for children
- Distribute and supervise snack time
- Help children with lunch items
- Clean tables/floor after snack and lunch
- Empty trash after lunch
- Sort communication logs daily
- Take children to bathroom, instruct children in sanitary habits/change diapers as needed
- Assist in dismissal of children
- Clean room at end of the day, prepare for next day