



Job Description: Assistant Teacher/Aide

Job Summary:

Provides support to the Head Teacher by taking care of the needs of the children, maintaining a clean environment, and helping with classroom flow in a positive, nurturing manner.

Responsibilities:

- Under the direction of a Teacher, works as a team member in providing a program which meets the Cognitive, Physical, Social, Emotional and Spiritual needs of the preschool children.
- Maintains a cooperative and supportive attitude within the classroom at all times.
- Assists in set up and clean up of the classroom as outlined in the Program Plan in the Policies and Procedures manual
- Provides a warm and safe environment for children following Preschool Health and Safety Guidelines
- Uses appropriate, positive and consistent discipline as outlined in the Behavior Guidance Policy
- Supports the Teacher in teaching the daily lesson plan by interacting, initiating, and encouraging the children to participate in activities
- Assists the Teacher in teaching the daily lesson plan by anticipating needs and preparing for the next classroom activity that will take place on the class outline.
- Assists in documenting child observations and assessments on children according to the Early Childhood Indicators of Progress (ECIPs) and the DRDP.
- Maintains attendance records for each student.
- Maintains daily milk consumption data for each student
- Makes accident/incident reports and separation reports as required by licensing rules
- Assists with maintaining good communication with parents by speaking to them respectfully and being sensitive and responsive to them; provide excellent customer service;
- Attends monthly staff meetings
- Keeps up to date with training approved by the Director
- Brings appropriate concerns, problems, or comments regarding the Preschool, the students, or parents to the attention of the Teacher and/or the Preschool Director
- Notifies the Director of the need to be absent with as much notice as possible
- Other job duties as assigned

Reporting Relationship:

Reports to the Head Teacher/Education Coordinator

Requirements:

- Must meet State licensing requirements for educational and experience for Rule 3 Teacher Assistants or Aides
- Desire and ability to work with children ages 3-5

- Ability to relate joyfully and sensitively to children and parents
- CPR/First Aid certification within 6 months of employment (provided)
- Enrolled in DEVELOP (prior to first day of employment)
- Ability to participate in required training (occasional evenings/weekends)
- Ability to take direction from the Head Teacher
- Ability to contribute to the team by attending team meetings and giving feedback
- Ability to guide child behavior within the classroom using Love and Logic guidelines (training provided)
- Provide internal/external customer service to preschool parents, children, church staff, volunteers, and co-workers
- Comfortable talking about Jesus, reading the Bible, and praying with and/or for others
- Able to bend, stoop, walk, reach, and sit on floor/get up from floor frequently
- Able to lift up to 10 pounds frequently and up to 35 pounds occasionally
- Excellent verbal communication skills including proper use of grammar
- Ability to read, speak, and write in fluent English
- An Associate Degree in Early Childhood, Child Development, Child Care or a related field is preferred

I have read and understand my job description and am willing to perform the job duties listed.

Employee Signature

Date

Director Signature

Date