



**POSITION:**

**Title: Preschool Assistant Teacher**

Type of Position: Part time          Non-Exempt

**JOB SUMMARY:**

Responsible for upholding Colonial’s educational and program philosophies, for forming appropriate relationships with staff and families, and assisting the Lead Teacher with teaching responsibilities, guidance of the children, and with the overall management of an individual classroom. Provide a warm, nurturing environment where families are loved and welcomed.

**WORKING RELATIONSHIPS:**

**Reports to:** Preschool Director

**Teams with:** Assistant Director, Lead Teacher and other members of the preschool staff

**Essential Duties/Responsibilities:**

**Provide a classroom which meets emotional, social, spiritual, physical, intellectual needs of the individual child and the group as a whole.**

- Interact with children individually and as a group while encouraging their involvement in activities
- Prepare a warm, safe environment that is orderly, clean, and appealing and permits children to explore and learn
- Perform most interactions with the children by getting down on their eye level
- Relate joyfully and sensitively to children
- Establish good relationships with the children’s parents
- Observe, report and record significant individual behaviors and/or developmental concerns to the Lead Teacher, Assistant Director, and/or Director
- Prepare in advance all materials needed for the daily lessons and activities
- Maintain classroom inventory
- Work in cooperation with the Lead Teacher regarding all aspects of programming, classroom management, and discipline

**Provide a classroom which assures safety and security for each individual child and the group as a whole.**

- Assure that children are appropriately supervised in the classroom, the hallways, the restrooms, on the playground, and in enrichment classes
- Release children only to authorized adults
- Use consistent, appropriate, and positive discipline as outlined in our staff and parent handbooks
- Understand and demonstrate compliance with state licensing regulations
- Have a working knowledge of our Emergency Procedure Plans and be ready to implement the plan immediately if needed

**Maintain professionalism and confidentiality regarding individual children, parents and other staff members in all situations.**

- Assure complete confidentiality and respect for all children, families, and staff in and out of the preschool center
- Complete 5 hours of professional development per year
- Attend and participate in monthly staff meetings
- Comply with all the requirements and guidelines set forth in this job description and in the Staff Guidebook
- Work to achieve goals mutually set on an annual basis with the Preschool Director
- Pray regularly for the children in the classroom

**Job Specifications/Competencies/Gifts:**

- Physical stamina adequate to interact with young children throughout the entire day
- Ability to lift 40 pounds (If working in Lower Division, must be able to lift children to changing tables repeatedly each day)
- Ability to participate in child related activities such as running, jumping, dancing, and sitting on the floor
- Must be able to kneel or bend down to the children's level consistently and repeatedly
- Must be able to climb and descend stairs quickly in order to supervise fire and weather escape drills
- Must show evidence of emotional maturity and stability
- Must show evidence of sufficient security and judgment to handle a crisis situation
- Commitment to our Lord and Savior, Jesus Christ, and the desire to incorporate that faith into each day of the program

**Education/Expectations:**

- Associate's Degree in Child Development and/or experience teaching in licensed preschool or center setting preferred, but not required
- Completion of at least 5 professional development hours per year
- Attendance of the CECA Summer Conference and/or up to two CECA Saturday Seminars

**Prior to Beginning Work:**

- Current Certification for CPR and First Aid
- Certificates of Attendance for the following classes:
  - Child Development
  - Child Abuse and Neglect with Head Trauma
  - Insurance video
- A Medical Release signed by a doctor indicating clearance to work with children
- A current TB test (within the past year)
- Fingerprint clearance from the State of Kansas
- Background check clearance from KBI

