



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 12 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
- Acknowledgement of, and willingness to, uphold and support the Colonial mission statement and values, as well as the values of Colonial Preschool.

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 12 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:
 - Infection Control in a child care setting
 - Child Abuse and Neglect
 - Insurance video
 - Child Development; preferred, but not required
- A Medical Release signed by a doctor indicating clearance to work with children
- A current TB test (within the past year)
- Background check clearance from

Time Commitment:

6 hours per day

Plus: monthly staff meetings, special events, retreat, set up day and inventory

School is closed for Labor Day, the week of Thanksgiving, two weeks of Christmas Break, one week of Spring Break, Martin Luther King Day, President’s Day, Good Friday, and for Parent Teacher Conferences.

WORKING CONDITIONS:

Classroom environment with 2 teachers and up to 18 students. Children and staff transfer regularly from classroom to MIF, music and art classes, assemblies, office, bathroom and playground as scheduled or needed. Must be able to “get down to child level” on a regular basis throughout the day. Must be able in case of emergency to lift a child weighing up to 40 pounds.

Signature of Employee

Date

APPROVAL:

H. R. Approval _____

Date_____

Senior Director Approval _____

Date_____

Supervisor Approval _____

Date_____