



Job Title: Preschool Teacher Assistant

Employment Type: Full Time

Schedule: Monday through Friday, 9:00 am to 6:00 pm

Summary of Job: The Assistant Teacher takes direction from the lead teacher to keep the classroom running smoothly, assist with anything as needed.

Other key Relationships: As an Assistant Teacher you will interact and develop relationship with staff, parents and children.

Essential Job Functions: Provide support to the Lead Teacher as requested. Activities may include and/or are not limited to the following.

- Assist staff, as needed in the classroom
- Assist with daily classroom activities and routines
- Participate in lunch and playground duty to enforce rules outside the classroom
- Support lead teachers with development and implementation of curriculum and lesson planning
- Helping to prepare materials for the day activities
- Reading, singing, playing with children as directed by the teacher
- Guide students and aid with individual needs using behavior management
- Protect safety and health of children closely following classroom rules and procedures
- Supervise children by continually remaining within sight and sound
- Set up food, snacks, assist children and cleans up after snacks
- Maintains confidentiality
- Maintains a safe and healthy environment
- Perform other duties as assigned

Qualifications and Requirements:

- Christian actively attending church
- 12 Early Child Education Units
- 150 hours in a license day care facility experience

Benefits:

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| • Medical Insurance | • Dental Insurance |
| • Life insurance | • Disability Insurance |
| • Sick Pay | • Vacation Pay |
| • Holiday pay | • Personal Day |