

**St. John's Episcopal Church Preschool
Wake Forest, NC**

Job Description for 2021-2022 School Year

(If interested, please contact preschool@stjohnswf.org, 919-562-8619)

Job Title: Teacher Assistant

Reports to: Lead Teacher and Director

Supervises: Substitute Teacher

Qualifications: A love of small children and a desire to work within a safe, healthy, and pleasant environment. Previous experience in working with Preschool aged children preferred, but not necessarily required. Must be 18 years of age and have a high school degree.

Job Duties:

1. Provides a safe and healthy learning environment.

- a. Assists in keeping all areas safe: daily visual inspection of all areas to be used, including outlet covers, cleaning supplies, electrical cords, adjacent bathroom, etc.
- b. Takes all necessary preventative measures to protect children from potential harm to include, but not limited to: intervention during aggressive behavior, not leaving children unattended, adhering to all Preschool policies regarding safety, using all good judgment required to maintain the children's safety at all times.
- c. Assists in keeping rooms neat, clean, and orderly at all times.
- d. Promotes good health habits in children appropriate to age.
- e. Practices sound hygiene procedures and assist, when necessary, with children's hygiene needs.
- f. Reports to director any suspected cases of child abuse or neglect.
- g. Promotes self-help skills.

2. Assists in creating and maintaining a secure, affectionate, and nurturing environment for young children

- a. Greets children by name
- b. Helps to create an environment that fosters expression of feelings, curiosity, exploration, learning, and acceptance
- c. Offers opportunities for choice and decision-making.
- d. Sits with children during snack time to model good manners; participate in their conversations.
- e. Displays optimism and enthusiasm in relating to children and Preschool activities and responsibilities.
- f. Supports cultural differences.
- g. Refrains from discussing children and/or parents and/or other staff members at inappropriate times and places.

h. Limits adult conversations and focuses on child interaction and conversation.

3. Assists Lead Teacher with planning and implementing developmentally appropriate activities to create a learning environment that allows children to be exposed to a wide range of learning experiences.

- a. Assists with planning of lessons.
- b. Gathers necessary supplies and materials ahead of time.
- c. Helps to make necessary arrangements for special events in cooperation with director.
- d. Assists with curriculum development and enhances and expands learning environments.
- e. Cares for learning materials and stores them in an orderly fashion.
- f. Guides children in care of materials and equipment.
- g. Acts as a positive role model and facilitator.
- h. Assists Lead Teacher in properly labeling shelves, materials, and learning areas.

4. Possesses professional qualities.

- a. Arrives on time and is reliable in attendance and daily hours.
- b. Maintains professional relationships with staff and parents
- c. Demonstrates leadership and supervisory skills and acts as a positive role model to substitutes, volunteers, and students.
- d. Effectively communicates with parents.
- e. Encourages parent involvement and participation.
- f. Attends workshops and training when offered
- g. Stays abreast of current information and trends in early childhood.
- h. Performs other duties as assigned by the director and/or Lead Teacher.
- i. Demonstrates initiative.
- j. Demonstrates understanding of developmentally appropriate practices.
- k. Expresses views and concerns to the director and/or teachers in an acceptable work setting, e.g. meeting with director, staff meetings, etc.
- l. Brings to the attention of the director any suggestions to improve program and any needs of the teacher or assistant.