

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

**Job Description for 2021-2022 School Year**

**(If interested, please contact [preschool@stjohnswf.org](mailto: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.