

JOB DESCRIPTION
TEACHER ASSISTANT

GENERAL:

Works with the Director & Teacher to promote the educational and social development of the children enrolled at Beautiful Savior Lutheran Preschool. The teacher assistant will also instruct preplanned activities and lessons made by the Director & Teacher

RESPONSIBILITY:

Reports directly to and is under the supervision of the Teacher & Director.

GENERAL DUTIES:

- Supervises the assigned classroom
- Prepares learning materials for students
- Oversees unstructured play
- Opens assigned classroom in the morning, greets parents and students, assists in providing a smooth transition from home to school for students
- Assists with snacks, toileting, and handwashing
- Attends staff meetings, training meetings, and yearly New Student Orientation Day and program nights, even if scheduled outside of regular working hours
- Participates in classroom staff meetings to consult on program planning, goal setting, and implementation, planning for individual students and to discuss program and working conditions
- Performs general housekeeping tasks
- Performs other duties necessary to the smooth functioning of the facility as assigned by the Director & Teacher.

SPECIFIC AREAS OF RESPONSIBILITY:

INTERACTIONS WITH OTHERS

- Welcomes families, volunteers, and others into the classroom by creating a friendly environment and facilitating their participation. Demonstrates tact, courtesy, tolerance, and consideration for others. Interactions with individuals reflect mutual trust, respect, and support
- Treats each student with dignity and respect. Respects the privacy of students by not discussing students or their families in front of other students. Includes students in

conversation with parents when the student is present and being discussed. Uses a confident, firm tone of voice when handling mistaken behavior, and avoids being shrill or angry

- Reports any mistaken behavior to the Director & Head Teacher. Any teacher and parent conversations about mistaken behavior or progress will be done by the Director & Head Teacher
- Abide by the discipline policy in the Parent Handbook, and all expectations of Beautiful Savior Lutheran Church's Employee Handbook

HEALTH AND SAFETY

- Maintains an orderly physical environment conducive to optimal growth and development with a special regard to health and safety
- Knows procedures for reporting suspected incidents of child abuse and/or neglect.
- Participates in fire drills and knows evacuation routes
- Observes the classroom, classroom supply areas, playground area and equipment for hazards and keeps the classroom neat and sanitary
- Always accompanies children on the playground, and never leaves children unattended

REQUIREMENTS

- Drug test, as required
- Obtain certifications in Pediatric First Aid and CPR within 6 months of employment
- Must participate in any required trainings through courses and workshops
- Submit a criminal history and sex registry background checks
- Must be at least 18 years of age or older

QUALIFICATIONS

- Must be able to lift, carry, push and pull up to 40 lbs.
- Ability to perform physical activities that require moving one's whole body, including but not limited to climbing, lifting, balancing, walking, stooping, and other activities which require considerable use of the arms and legs, such as needed in the daily care of children
- Ability to communicate and receive information and ideas via oral and written methods.
- Ability to speak clearly so that it is understandable to a listener
- Ability to be cope in a stressful environment and adapt to change
- Demonstrated knowledge and skills as outlined in duties on this job description

Training or equivalent Qualifying Experience: Must meet the following

- High school diploma or equivalent required