

FIRST PRESBYTERIAN PRESCHOOL (FPP)

Teacher's Position Description

POSITION TITLE: Preschool Teaching Assistant

REPORTS TO: Preschool Director

SESSION OVERSIGHT: Preschool Committee

FLSA STATUS:

PREPARED DATE:

APPROVED BY:

APPROVED DATE:

VISION: I acknowledge that I am part of a team at First Presbyterian Preschool, an early childhood ministry of First Presbyterian Church of Norfolk, whose primary purpose is to provide an excellent preschool experience in a Christian environment. The school is dedicated to the intellectual, cultural, emotional, social, physical, and spiritual growth of its students. I am an integral part of how that vision is projected through my attitude, my service, and my daily tasks.

JOB SUMMARY: This teacher's assistant position requires assisting the lead teacher with daily care of children; building of positive relationships with children, parents, and staff; creating a safe, clean, and inviting environment; planning and managing a developmentally appropriate program.

ESSENTIAL JOB FUNCTIONS

Building Positive Relationships with Lead Teacher, Children, Parents and Staff

- Lead Teacher:
 - Assist with implementing curriculum requirements as required by the lead teacher.
 - Work with the lead teacher to prepare the classroom and assist with implementing activities.
 - Know daily plans, schedules, and goals of the classroom and preschool.
 - Assist in maintaining the cleanliness and orderliness of the classroom. Insure that the floor is swept and that the tables are cleaned with a disinfectant solution before and after snack and lunch as well as before leaving for the day.
 - Assist the lead teacher in obtaining materials as needed. Return all resource materials to their proper place at the end of the day.
 - In the event the lead teacher is absent, the assistant takes the lead role and the substitute's activities are directed by the lead.
 - Develop a team approach with the lead teacher for all aspects of the classroom environment, including classroom management and supervision.
- Children:
 - Greet each child with a warm, individual welcome.
 - Model how glad you are to be here.
 - Get to know each child individually.
 - Comfort a distraught child with physical attention and/or distraction.

- Insure proper hand washing and sanitary procedures. Assist with diapering and children with toilet use and dressing as necessary.
- Parents:
 - Greet parents warmly.
 - Maintain confidentiality concerning children and families.
 - Provide positive feedback of a child's activities and achievements when questioned.
 - Direct the parent/caregiver to the lead teacher for more specific information about the student. Only the Lead teacher or Office Staff may call the parent or discuss any concerns.
- Staff:
 - Always assume the best case scenario with everyone.
 - Voice any concerns about a colleague with that person privately or the Preschool Director.

QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES

- Associates or College degree preferred
- One to two years of related experience preferred (including babysitting)
- CPR/First Aid Certified
- Food Handler Certified
- Free from any disability which would prevent one from caring for children
- Ability to pass a Tuberculosis Screening
- Ability to lift several children if required in the case of an emergency
- Three or more past work experience references

I acknowledge that I have read and understand the scope of the job position and willingly abide by the vision and duties defined herein.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____