

JOB DESCRIPTION

TITLE: Preschool Assistant

REPORTS TO: Preschool Lead Teacher/Preschool Director

POSITION DESCRIPTION: Part-time. The Preschool Assistant is responsible for assisting the Lead Teacher(s) in supporting the academic, social-emotional and spiritual growth and development of all children in his/her care, which may include toddlers and/or preschool age children. (S)he develops partnerships with center families to engage and encourage parent participation in and understanding of the St. Andrew's United Methodist Church Beginnings Preschool program. The Preschool Assistant is also responsible for the knowledge of and compliance with standards and regulations of Nebraska DHHS and other local governing contracting agencies, and working cooperatively with other staff members of Beginnings Preschool and St. Andrew's United Methodist Church. The minimum age for this position – as mandated by the state of Nebraska - is 16 years.

AREAS OF RESPONSIBILITY

- Classroom Management
 - Provide appropriate adult supervision for all children at all times
 - Work under the direction of the Lead Teacher(s) to ensure a safe and healthy environment at all times by monitoring child areas for hazards or sanitation problems and correcting problems immediately or removing children from the hazard until it can be corrected
 - Support the Lead Teacher(s) in providing experiences and guidance to help children develop and practice good health/safety habits, grace/courtesy skills, and faith-building life skills
- Curriculum Implementation
 - Support efforts by the Lead Teacher(s) to provide appropriate, stimulating, and cognitively challenging classroom environment that encourages exploration and experimentation for children of varying ability levels
 - Assist in the development and implementation of a daily schedule that incorporates good early childhood practices and accommodates center needs for shared-use areas
 - Support the lead teacher(s) in executing appropriate learning experiences – indoors and outside – in accordance with the curriculum provided
- Communication
 - Develop a cooperative working relationship with families through positive daily communication
 - Report any pertinent parent communication to the appropriate lead teacher in a timely manner

- Work and communicate cooperatively with other staff members to ensure the smooth operation of the center
- Record Keeping
 - Support the Lead Teacher in maintaining accurate and timely records of accidents, illnesses, medication, attendance, observations, assessments, and family conferences
- Professional Development
 - Meet all regulatory requirements, including annual professional development training, safety skills, etc.
 - Attend staff meetings and parent enrichment events, as scheduled
- Other duties/tasks
 - Assist in maintaining center appearance, internally and externally, as directed by the Lead Teacher(s) or center Director
 - Work cooperatively with other staff to maintain common supply areas in a neat and orderly fashion, notifying the Lead Teacher(s) or Director of materials that need to be ordered or reordered
 - Notify the Director as soon as possible in the case of absence or lateness

SKILLS/KNOWLEDGE/ABILITIES:

- A personal relationship with Jesus Christ and a willingness to grow spiritually
- The ability to communicate the vision of St. Andrew's Beginnings Preschool
- A strong background and desire to work with young children, as evidenced through work experience and/or formal education
- Effective classroom management skills to develop and maintain a classroom environment that is caring, safe, and productive
- A willingness to work with Lead Teacher(s) to utilize the prescribed curriculum materials to meet the learning needs of students
- A caring demeanor and professional attitude and appearance at all times while working with children, fellow staff members, and parents/families
- Ability to physically interact with children, including bending, kneeling, sitting on the floor, lifting, climbing and walking
- Reliability and punctuality