

PRESCHOOL TEACHING ASSISTANT JOB DESCRIPTION

MESSIAH PRESCHOOL

The teaching assistant must be able to communicate God's Word in accordance with Messiah. Applicants must be at least 18 years of age and a high school graduate.

The assistant will be subject to the supervision of the Director of Preschool & lead classroom teacher. The assistant will work as a team member with the classroom teacher and fulfill the duties as specified by the classroom teacher and director. The assistant will be subject to daily attending to the needs and duties of each classroom. A copy of specific job responsibilities is attached. Each assistant will be given a staff handbook containing schedules, policies and curriculum guidelines to be followed. Each assistant must sign a form stating he/she has read and understood the information in the handbook. A copy of this form will be kept in the assistant's personnel file and the assistant will also be given a copy of this signed form to keep in their personal records.

A performance review will be done annually for the following purposes:

1. Avenue of communication between assistant and the director
2. Establishing goals and objectives for professional growth
3. Aid in determination of assistant's future status in the program

STAFF RESPONSIBILITIES

1. The safety, health and spiritual wellbeing of the children
2. Model Christianity – always treat children, families, co-workers and all other children & adults with loving care and concern, being positive in every way possible
3. Warmly welcome children, parents and guests to Messiah Preschool
4. Work together as a loyal staff member in a spirit of cooperation, exchanging ideas to benefit the program
5. Communicate with the director suggestions, questions and concerns
6. When a substitute is needed, contact the director
7. Attend all staff meetings, parent meetings and programs that are required
8. Participate in the planning and implementation of preschool programs & activities
9. Maintain CPR/First Aid, training hour and any other requirements that the Minnesota Department of Human Services deems necessary for teaching assistants.
10. Complete all necessary tasks as specified by his/her supervisor.
11. **All other duties as assigned**

PROGRAM AND CLASSROOM DUTIES

1. Assist teacher in program planning within the general framework of Messiah Preschool's curriculum.
2. Consult with the teacher each day to be clear of responsibilities for the day.
3. Help evaluate the program.
4. Assist the teacher in organizing programs and special activities
5. Arrive on time for scheduled shifts and will not leave until all job duties are completed
6. Assist teacher with all class activities for the day – indoors and outdoors
7. Supervise children during activity time, snack time, clean-up time and lavatory periods
8. Supervise children in small or large groups while teacher works with small groups or individuals
9. Assist with fire drills, severe weather drills and lock-down drills
10. Assist with skits, plays, listening activities and demonstrations
11. Read to children as requested
12. Assist children in centers, model correct behaviors, play with students daily
13. Assist in all tornado, fire and lock down drills throughout the school year
14. Must be comfortable sitting at tables that are 22 inches high and on chairs that are 13 inches high
15. **All other duties as assigned**

HOUSEKEEPING DUTIES

1. Help keep entire school attractive, sanitary, orderly and safe
2. Inspect for broken equipment or anything which would endanger the health and safety of the children and report this to the director
3. Keep cupboards, storerooms, lavatories and classroom neat, orderly and clean
4. Prepare snacks and clean up all utensils used
5. Wash and sanitize tables and toys at appropriate times throughout the day
6. Help put up and maintain bulletin boards and displays
7. Prepare and make copies of materials as requested
8. Repair torn books
9. Prepare and set up art materials, clean up materials used
10. **All other duties as assigned**

OTHER INFORMATION

In the past, assistant teachers were assigned to a classroom for the school year. With the movement of our Preschool to a full day program that is continuing to grow and thrive, we have concluded that assistant teachers aka classroom support staff will be assigned to work days of the week. Each employee will have a primary classroom and a secondary classroom. Employees will be responsible to assist both lead teachers when requested. Employees will need to know students in both classrooms. When it is seen necessary (you see the incident etc.) the employee will be responsible of guiding a child's behavior appropriately no matter which classroom the child is enrolled in. Your primary duties are that to your primary classroom teacher and students, but it is expected, in certain situations, that you assist all students, teachers and other classroom support staff whenever possible and necessary.