

JOB DESCRIPTION

FEBRUARY 2018

Job Title:	Early Education Associate Teacher
Job Classification:	N/A
Job Status:	Regular Full Time / Part Time
Exempt Status:	Exempt
Department:	Early Education
Department #:	650
Reports To:	Early Education Director & Assistant Director

JOB SUMMARY:

The Preschool Teacher's Aide assists the Teacher in the classroom and cares for children in the afternoon.

ESSENTIAL FUNCTIONS OF THE JOB:

- Serve under the Teacher to whom assigned.
- Help in the supervision of the children.
- Aid in the teaching of children.
- Help implement daily and weekly experiences for the children.
- Aid in clean-up of teaching stations in the school.
- Help in preparation of snacks and clean-up.
- Help to prepare teaching materials.
- Help in preparing bulletin boards.
- Aid Teacher in preparation of classroom.
- Attend staff meetings, workshops, and conferences.
- Attend activities designed for parents and/or staff.
- Help in indoor and outdoor physical fitness programs.
- Keep the Teacher apprised of any parent difficulties.
- Administer first aid for minor accidents. Notify the Head Teacher and Director in cases of serious injury.
- Complete the "Accident/Injury Report" form.
- Participate in all planned field trips and meetings relating to the field trip.
- Other duties as assigned by supervisor.
- Greet parents. Make sure the child is being picked up by authorized adult.

PROCEDURES:

- Hours of duty are on an assigned basis.
- Maintain orderliness in the classroom, activities, and on the playground.
- Never leave the children unattended in the classroom or on the playground.
- Be sure no child leaves the school area unless accompanied by an authorized parent, guardian, or school staff member.
- Aid children in overcoming difficult situations: shyness, discipline problems, toilet problems (this may require changing of clothing).
- Aid children in preparing for lunch, assist them at the table, and supervise wash-up.
- Aid children in preparing for nap time. Aid children with clothing after nap time.
- Aid children with morning/or afternoon snacks.
- Use a quiet voice at all times.
- Make personal contact with the child when speaking with him/her for any reason.
- Do not assassinate a child's character at any time for any reason.
- Help to acquaint any new staff person with facilities and other staff personnel.
- Follow procedures as directed by your supervisor.
- Hours of duty are on an assigned basis.
- Notify the designated staff member as early as possible of absence from school so that a substitute can be contacted being sure to follow Employee Handbook guidelines.
- Inform the Lead Teacher of any parent or staff difficulties working together on a solution.
- Work cooperatively and considerately with other staff members; perform her share of housekeeping tasks; perform her share of playground tasks; express own views and consider views of others. Maintain a friendly and efficient manner with parents. Communicate school policies to parents.
- Maintain order in the classroom and on the playground. Handle children's feelings and interactions skillfully.
- Make certain children are never left unattended in the classroom or on the playground.
- Be sure no child leaves the school area unless accompanied by an authorized parent, guardian, or school staff member.

- Aid children in overcoming difficult situations: shyness, discipline problems, toilet problems (this may require changing their clothing), etc.
- Communicate all needed supplies for any given project two weeks in advance of the unit presentation.

- Prepare all teaching materials one week in advance of the unit presentation being sure to use teacher prep time appropriately.
- Help maintain school equipment properly; report promptly on broken or defective items; avoid unnecessary damage to or waste of supplies.
- Assist Lead on communicating trip to parents and collecting money and documentation.
- Post classroom notices of upcoming event three weeks in advance.
- Pay will be granted to attend the annual A.C.S.I. conference and every employee is expected to attend. Conference day is determined by ACSI or renewal leadership and will take place on a Saturday.
- Registration for the A.C.S.I. convention will be paid for by the school.

KNOWLEDGE, SKILLS AND ABILITIES:

- Christian
- 21 years old and high school graduate
- Current TB clearance.
- Current fingerprint clearance.
- Minimum of 6 Early Education units and enrolled in school until 12 required units are obtained
- Minimum of 6 months of full time experience
- Ability to relate well to children.
- Evidence of emotional maturity, stability, and dependability.
- Ability to handle crisis situation.
- Sensitive to children's individual needs.
- Able to bend over to attend to the child's personal needs. For example: tying shoes, fastening clothes, etc.
- Able to sit on the floor with the class, if necessary.
- Able to lift a child of approximately 50 lbs., in case of emergency.
- Able to visually supervise children and hear to meet their needs.
- Able to lift playground equipment and toys in order to store and remove them for use by children.
- Able to push, pull, twist, kneel, squat and reach repeatedly multiple times throughout the day as required by the demands of the job.

Notes:

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills duties, requirements, efforts, and functions for working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Capital Christian High School may add to, modify or delete any aspect of this job (or the job itself) at any time as it deems advisable.

I have read and understand this job description

Signature:

Date:

Early Education Associate Teacher
