



## **POSITION: PRESCHOOL ASSISTANT**

### **Summary**

The Preschool Assistant will serve the students' learning by assisting the classroom teacher. As a team, they will provide a caring and nurturing environment that fosters a child's spiritual, academic, social, emotional, and physical growth and development.

All employees of St. John's impact the lives of the young people we serve. Therefore, all employees are expected to embrace the mission of St. John's and serve as role models for Christian faith development, performing duties for the school and conducting personal interactions with professionalism, integrity, confidentiality, respect, and Godly-character.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

1. Assist in carrying out the learning program as directed by the classroom teacher.
2. Work as a team member with other staff under the direction of the classroom teacher and Early Childhood Director.
3. Participate in applicable staff training and professional development activities.
4. Attend applicable staff meetings and program activities.

### **OTHER DUTIES** may include but are not limited to:

1. Work with learning activities and groups of children as directed by the teacher.
2. Assist with supervision of children in classroom, outdoors, lunch, and bathroom.
3. Assist with cleaning up body fluid spills using proper procedures.
4. Help deal with first aid and injury incidents using proper procedures.
5. Assist with child assessment programs.
6. Assist teacher with copy machine, cutting out materials, setting up materials and snacks, etc.
7. Assist with "housekeeping" duties: sweeping, wiping tables, vacuuming, and cleaning, etc.
8. Help with daily communication and packing/unpacking children's bags.
9. Record attendance and lunches.

### **QUALIFICATIONS AND CHARACTER TRAITS**

1. Committed to the vision, mission, and objectives of the school.
2. Reliability; prompt and dependable attendance.
3. Ability to care for young children in a consistently positive and nurturing manner.
4. Professional in appearance, attitude, and conduct with church and school staff, school families, prospective families, and congregation members.
5. Has good interpersonal skills; is loving, welcoming, approachable.
6. Maintains confidentiality and open communication with teachers.
7. Physical mobility required to work with children at lowered tables or while in circle groups on the carpet, and to supervise active children at recess.
8. Minimum of high school diploma; higher education and teaching/assistant experience with children preferred.

### **ACCOUNTABILITY**

Preschool Assistant reports directly to the classroom teacher; indirectly to the Principal through the Early Childhood Director.