

Covenant Presbyterian Preschool

Position Description: Assistant Teacher in Preschool

How to Apply: Please send cover letter and resume to Kathleen Grabert, Preschool Director, at Kathleen.Grabert@covenantpresby.org.

JOB REQUIREMENTS:

1. ECE Degree preferred
2. Prior experience in working with young children is preferred.
3. Health certificate upon employment and every two years thereafter; tuberculin test required upon employment.
4. Infant/child CPR certification and Pediatric First Aid training
5. Physical stamina to meet the needs of preschool children.
6. Provide references attesting to demonstrated dependability and exemplary work habits.
7. Skills required in working sensitively and professionally with young children individually and in groups.
8. Willingness to accept supervision from lead teacher.

RESPONSIBILITIES:

1. Be familiar with and abide by the Policies and Procedures of Covenant Presbyterian Church's Preschool as well as school philosophy, mission statement and the NAEYC Code of Ethical Conduct and Statement of Commitment.
2. Work hours are 8:30 a.m. to 1:00 p.m.
3. Follow health and safety policies as stated in Policy & Procedures Manual and Standard Practice document.
4. Assist the lead teacher in being responsible for use and maintenance of central supply areas such as resource room, storage closets, and pantry area.
5. Assist lead teacher in developing and carrying out plans.
6. Defer parent questions to lead teacher.
7. Gather and prepare supplies for planned activities.
8. Attend and participate in staff meetings, parent meetings, retreats, professional workshops, and training opportunities.
9. Participate in team meetings held monthly when whole staff meets.
10. Establish and maintain limits and basic discipline in cooperation with lead teacher.
11. Work with children and lead teacher in maintaining an orderly environment.
12. Accept responsibilities of lead teacher when lead is absent.
13. Discuss with lead teacher any problems regarding individual children or working conditions within a room. The Director is available for consultation if special circumstances arise.
14. Assist lead teacher in contributing to the social, emotional, physical, intellectual and spiritual growth of the child.
15. Follow grievance procedures concerning difficulties or disagreements with co-workers.
16. Maintain confidentiality regarding individual children, parents and co-workers.

17. Speak with children in positive manner. Keep tone and level low. Teacher's voices should not be above children's voices.
18. Share duties with lead teachers attending to children's personal needs, i.e. diapering, nose bleeding, help in toileting, etc.
19. Assistant Teachers report directly to the Preschool Director