

ASSISTANT TEACHER'S JOB DESCRIPTION

Purpose

The Assistant Teacher is to assist the Teacher in any way needed to provide a safe and caring environment for the children. She should support the mission, philosophy and standards of St. Luke Lutheran Preschool.

Education and Experience

1. Hold a High School diploma and have prior experience in a Preschool setting
2. Have good communication and organizational skills.

Key Responsibilities

1. To work with staff, children and parents in a Christian and loving way.
2. To assist Teacher in classroom preparation and classroom activities.
3. To assist Teacher in creating a pleasant and inviting classroom atmosphere that is orderly and clean so the children feel comfortable and secure.
4. To provide additional supervision and care of the children.
5. To communicate with children in a positive and caring way.
6. Must attend monthly staff meetings, workshops and continuing education programs.
7. Support the Director and be a team player. Failure to comply is cause for termination.
8. Report any problems or child abuse to the Teacher who in return will report to the Director.
9. Be tactful with parents in dealing with their child and parental needs.
10. Assist Teacher with fire drills and other weather related drills.
11. To learn and administer First Aid and CPR when necessary. Must also stay current in certification.
12. When Assistant Teacher needs to be absent, she should arrange for a Volunteer or Substitute Teacher from approved Volunteer/Substitute list.
13. To be an example of Christ for staff and families and to promote Christian growth by example so that children may share it with family and friends.
14. To use appropriate and positive discipline that is consistent. Corporal punishment is prohibited and she must follow St. Luke Lutheran Preschool's measures of diversion and time out.