

## **Assistant Pre-K Teacher/Teacher's Aide**

### **Job Description**

The teacher assistant's role in the classroom is to assist in the planning and implementation of daily educational activities for pre-school-aged children. Provide supervision, personal needs (including hygiene and nutrition), instruction, additional attention, and other related duties assigned by the lead teacher. Assists the lead teacher in providing quality early childhood education services (literacy, learning, and personal care) to infant, toddlers and preschoolers in accordance with the state performance standards and agency policies. The teacher assistant's duties depend in part on state requirements and also on student age and instruction level.

The responsibilities include, but are not limited to the following:

### **Job Duties and Responsibilities**

- Assists with weekly planning and implementing of daily educational activities for preschoolers.
- Assists teachers in maintaining an attractive, safe and healthy learning environment that is appropriate to the developmental level and learning style of the preschooler.
- Confers with the teacher as to definite responsibilities and schedules to be carried out in the classroom.
- Assumes responsibility for the care and safety of preschoolers and the planning and implementing of classroom activities during the temporary absence of the teacher
- Supervises the pre-school aged children at all times (e.g., transitions, toileting, sleeping and indoor and outdoor playing) to ensure their safety and well-being
- Makes observations (written and/or verbal notations) of the children
- Actively supervise the children at all times.
- Supports the social, emotional, physical, and developmental needs of each child.
- Maintain good communication with parents and co-workers
- Assists the teacher with maintaining the hygiene and personal needs of the preschoolers.
- Assists with disinfecting the environment throughout the day
- Maintain preschool classrooms in a safe, neat, and clean manner
- Assists with maintaining daily communication with parents

### **Job Requirements:**

The candidate for this position must meet certain requirements:

#### *Interpersonal*

The candidate must have a passion for working with children, an ability to build rapport with children, possess a positive and patient demeanor, be flexible, able to work with diverse groups of ages of children, and be sensitive to the needs of children.

#### *Education and Experience*

The candidate must be at least 18 years of age, have a high school diploma or equivalency. Prior experience working in an early childhood education setting such as childcare center,

school or Head Start is preferred. Possession of a certificate in early childhood education (ECE) or child development associate (CDA) credentials is a plus. Must be able to assist lead teacher with developing and implementing lesson plans that meet the needs of children assigned to the classroom. Must be willing to pursue continuing education coursework for certifications to meet on-going state required education needs.

*Other requirements*

The candidate must be able to lift and carry children weighing up to 50 lbs. The candidate must have the ability to make good judgments, is reliable and trustworthy. The candidate must be able to pass a background check and fingerprint clearance.