



## **Assistant Teacher- All Ages Job Duties**

### **Mission**

We provide a faith-based education in a safe, family-like environment. By encouraging curiosity, exploration, and learning we seek to nurture each child's head, hands and heart. We work cooperatively with parents to understand the uniqueness of each child, and provide a structured environment adapted to the needs of the individual.

### **Classroom Management (under the supervision of the Executive Director)**

- Provide active, fully engaged supervision of the children
- Understand classroom management and early learning teaching methods
- Maintain a safe, orderly and supportive classroom by modeling expected behavior and standards and promoting positive interactions
- Establish and maintain age appropriate behavior management strategies.
- Ensure that the classroom follows all relevant regulations and standards
- Maintain records of each child's attendance and progress along with lead teacher.
- Share in responsibilities of setting up snack, lunch and diapering and potty duties with lead teacher.
- Ensure blessing is said before each meal

### **Staff Relations**

- Discuss weekly lesson plans and activities with the lead teacher prior to each upcoming week.
- Work closely with administration, lead teacher and other faculty for a broad total program consistent with the philosophy and objectives of the school as outlined in the TPC staff handbook, TPP Staff Handbook and the NAEYC Code of Ethics.
- Follow guidelines in Staff Handbook when dealing with concerns or issues with coworkers or Administration

### **Parent Communication**

- Ensure children's folders are emptied each morning and brought to the correct place and that all materials and folders are prepared and ready for carpool dismissal
- Maintain open communication with parents under the guidance of the Lead Teacher
- Participate in classroom meetings during Meet the Teacher and Parents Night
- Respect the confidentiality of information

### **Staff Responsibilities**

- Work hours: 8:30 am- 1:15 pm, Monday through Friday. This is a 9 month position from August through May with the possibility of four weeks of summer camp.
- Participate in bimonthly staff meetings and scheduled teacher workdays.
- Maintain CPR and First Aid qualifications, complete Darkness to Light training and complete 24 hours of professional development courses annually.
- Abide by all rules as stated in the TPC Staff Handbook, the TPP Staff Handbook and the NAEYC Code of Ethics.
- Participate in morning and afternoon carpool as assigned.
- Order supplies as needed for the classroom through the Administrative Assistant.

- Instill a love of learning in each child.
- Follow preschool procedures for absences
  - Notify the Director of Curriculum and Finance of your absence prior to 7am, preferably the day before.
  - Notify lead teacher
  - Written requests for personal leave in excess of paid annual leave must be approved in advance by the Director of Curriculum and Finance, (see contract for number of annual leave days)
  - Teachers should not be absent from school except for excused absences after Spring Break. All PTO should be taken before Spring Break to be approved.
- In case of accident/injury to child:
  - Notify the Executive Director immediately
  - The Executive Director will determine treatment and procedures
  - The Executive Director will notify parent of accident and follow up with phone call the same day
  - Complete all forms and ensure a copy is signed by the Executive Director and parent. This form should not leave the school and must be kept in a file in the Administrative office.
  - If minor first aid, administer from first aid kit in your classroom or at the Administrative Assistants desk.
- Help maintain a clean and safe environment for the children in your classroom. Follow preschool wide cleaning procedures.

### **Preschool Communications**

(under the guidance of the Lead Teacher)

Post on board outside classroom an up to date copy of :

- Weekly lesson plan
- Monthly calendar
- Daily schedule
- Class List
- Fire exit plan, tornado procedure and documentation

On clipboard in classroom please have:

- Attendance sheet
- Carpool list

Please post in classroom:

- CPR/ emergency procedure
- Allergies and other pertinent medical information~ Special Medical Needs
- Sick child symptoms
- Handwashing procedures
- Classroom cleaning and disinfecting (and diapering if needed) procedures.

In Emergency Bag:

- Emergency Guide
- Any child allergies and special medication
- Student Information Cards
- Student Resumes and Emergency information
- First aid kit