

**Our Lady of the Assumption Preschool
Assistant TK Teacher
Job Description & Educational Requirements.**

Reports to: Preschool Director

Schedule

- Mid-August – Mid-June; Daily 7:30 – 3:00 p.m. (Hours may vary)
- Benefits *may* include health, dental, life, etc. for 12 months, prorated based upon hours worked

Knowledge/Skills Required

- Must have at least 6 ECE Units and currently enrolled to further ECE education. College Transcripts will be required for verification of qualification. 12 Core Units preferred.
- Three years of work experience in a licensed child care facility as an Aide or Assistant Teacher. Verification of hours worked required.

Additional Requirements

- Current Physical and T.B. test.
- Fingerprint clearance. (Social Services & Diocese)
- Completion of State Licensing Required Forms
- Completion of ***Shield the Vulnerable Training*** – Online Child Abuse Training Program

Special Skills & Characteristics Needed

- Compassion & Understanding
- Alertness
- Flexibility
- Superior oral & written communication
- Consistency
- Superior Stress Management
- Creativity
- Good Planner
- Team Building
- Patience

Responsibilities

Supervision of Children

- Be responsible for the supervision and teaching of the children for whom she/he is assigned based upon weekly Lesson Plans in place.
- Use loving discipline at all times; showing respect for children as individuals.

Classroom Management, Curriculum & Instruction – As Assigned by the Lead Teacher

- Under the direction of the Lead Teacher, prepare centers, crafts, art projects or other curricula as needed based upon Lesson Plans in place.
- .Read books to the children daily – as assigned.
- Assist the Lead Teacher in preparing creative art, science, and social studies and Faith Formation lessons.
- Assist in preparation of games and outdoor activities to engage the children.
- Bulletin Boards to be changed monthly – as assigned.
- Instill discipline.
- Teach children proper hygiene.
- Attend Back-To-School Night, Christmas Program and Open House.

Safety

- Make sure children are never left unattended in classroom, restrooms, or on playground and that line of sight is always maintained.
- Coordinate outside playtime with other teachers. If there is more than one teacher on the playground, separate to monitor the children more closely.
- Supervise snack/lunch times, and nap rooms according to schedule.

Financial

- Please be frugal in use of supplies and creative materials – enjoy, but not wasteful. As a courtesy to others, please indicate on the shopping list when items are low – please do not wait until we're out. Do not borrow from the other teachers without permission. Only *pre-authorized* personal purchases of supplies will be reimbursed.

Communications

- Fill out “**OUCH**” reports and make a copy for the child’s file. Time should be taken for a report of any visible injury, no matter how minor, or a non-visible one that might need clarification.
- All communication to parents regarding children and/or problems must be cleared with the Director.
- Please refrain from ‘mini-conferences’ with parents during the preschool session.
- Attend parent-teacher conferences as appropriate.
- Share information appropriately with staff members and abide by confidentiality laws.

Marketing & Development

- Teachers ARE the school, thus, behavior and interaction with parents and prospective parents are crucial. Teachers are expected to exhibit a professional, kind and willing spirit when interacting at all times.

Professional Development

- Attend Staff meetings and in-services as scheduled.
- Take at least 3 units of professional development annually. See the Director of guidance.

Mandated Reporting of Child Abuse

- As a Mandated Reporter, all staff is expected to follow State Mandate Reporting procedures as outlined in the pre-employment training.
- If you suspect abuse, you must phone Child Protective Services and file the appropriate hard copy of the report as instructed. You may file the report online if you receive the appropriate online login information from the CPS analyst at the time of the phone call.

Other duties as assigned.