

JOB DESCRIPTION

ASSISTANT TEACHER

VIENNA PRESBYTERIAN CHURCH PRESCHOOL

CLASSIFICATION: PRESCHOOL STAFF

POSITION TITLE: Assistant Teacher

CLASSIFICATION: Part-time, Exempt (16 or 18 hours per week)

REPORTS TO: VPC Preschool Director

DIRECT REPORTS: None

SUMMARY OF THE POSITION

Under the supervision of the VPC Preschool Director, Assistant Teachers are responsible for assisting in the development and implementation of lesson plans and activities where students develop skills in self-help, motor, social, cognitive, spiritual and language skills in a loving, Christian environment.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

- Oversees and administers individual and group activities to stimulate growth in language, cognitive, social, emotional, spiritual, and physical skill development considering the individual needs of the student and appropriate developmental expectations
- Under the direction of the Lead Teacher, supports students' individual needs and growth in the classroom
- Assumes all duties of an absent Lead Teacher, with substitute acting as Assistant Teacher
- Teaches basic skills such as color, shape, number and letter recognition according to developmentally appropriate practice.
- Instructs children in practices of self-help, self-care, and self-regulation in accordance with appropriate development level in the 2's, 3's and 4's classroom environment
- Helps children develop daily habits such as caring for own clothing, picking up and putting away materials, books, snacks, making transitions in accordance with appropriate development level
- Attends to children's basic needs such as assistance in bathroom or changing diapers as needed
- Responsibly monitors how many children are in your care at all times, by counting children every thirty minutes and just before and after you moving from one location to another
- Maintains accurate arrival and dismissal attendance logs

- Provides a variety of materials for children to explore, manipulate and use, both in learning activities and imaginative play, and works with Director to advise when reordering is needed
- Arranges indoor and outdoor space to facilitate creative play, motor-skill activities, and safety
- Maintains positive classroom and playground order using Conscious Discipline techniques
- Assists Lead Teacher as needed to communicate with parents about child's progress and development in open and respectful manner and suggests ways parents can promote learning and development
- Assists Lead Teacher in keeping records of observation and progress of each child for end of session parent conference
- Assists Lead Teacher to Identify children showing signs of emotional, developmental or health related problems
- Reports all signs of child abuse and neglect to VPC Preschool Director
- Attends all VPC Preschool staff meetings and training in order to maintain and improve professional competence and continuing education is required each school year.

QUALIFICATIONS

- Demonstrates VPC Preschool's mission as a Christian, developmental preschool where the curriculum is based on moving children from one developmental skill to the next as they are ready, as in the Creative Curriculum developmental continuum
- Bachelor's Degree in Education, an applicable field or equivalent experience in an early childhood educational setting.
- Ability to plan and organize lessons to fit VPC Preschool's developmental preschool mission
- Ability to multitask and work amid interruptions and distractions
- Knowledge of the basic needs and characteristics of preschool age children
- Demonstrates ability to treat each child with dignity and respect through Christian caring and sensitivity through verbal and non-verbal communication
- Demonstrates excellent communication skills, both written and oral, with strong command of the English language and grammar
- Ability to conduct thoughtful, constructive parent teacher interaction weekly and in conferences
- Computer literacy to include email, photo sharing, and electronic forms required in a school setting
- Ability to use interpersonal skills with tact, patience, and courtesy and demonstrate a positive attitude with the school community including a team oriented spirit with co-workers
- Must be able to maintain strict confidentiality of information to protect the privacy of our children, their families and our staff

- Ability to maintain satisfactory attendance and punctuality
- Agree to be trained in First Aid, CPR, AED certified at church expense
- Ability to pass various background checks

WORKING CONDITIONS

The characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

Physical

Requires ability to stand for extended periods of time; bending at the waist, kneeling, crouching, and crawling to assist students frequently; reaching overhead, above the shoulders and horizontally frequently; ability to lifting children and objects up to 40 pounds on a regular basis.

Environmental

This job requires working both indoors and outside with a wide variety of outdoor temperatures.

Sensory

The job requires the ability to hear and speak to exchange information; ability to see to monitor student activities and behavior; frequent use of dexterity of hands and fingers to demonstrate activities and prepare materials.