JOB DESCRIPTION & DUTIES STATEMENT
GRACEPOINT PRESCHOOL

Teaching Assistant

**TYPICAL DUTIES & RESPONSIBILITIES**

Under the direct supervision of the GracePoint Preschool Director, reports to the Lead Teacher, the Teacher Assistant (TA) will perform professional duties in operation of the preschool classes. Such duties may include, but are not limited to:

Assist in implementing daily lesson plans that are age appropriate, incorporate developmental aspects of growth and development, use goals and objectives with activities to meet specific goals, incorporate Bible stories and Christian principles on an age appropriate level; lesson plans may be subject to the Director's endorsement.

Supervising and ensuring the safety and well-being of the children at all times; being alert for the needs and/or problems of the children as individuals and as a group.

Defining tasks and reviewing lesson plans with Lead Preschool Teacher

Attending training sessions and meetings as required.

Assist in preparing classroom setting before class time; decorating with bulletin boards, pictures, children's artwork, etc.

Assist Lead Teacher on field trips, special events, etc.

Overseeing safety measures on all equipment, toys, etc.

Handling discipline promptly and in accordance with the stated policy.

Assuming temporary responsibilities of the teacher in the absence of the teacher. Making appropriate decisions when teacher is not present.

Developing and maintaining positive, professional relationships with the general public and other staff. Understanding you represent GracePoint Preschool inside and outside the classroom.

Help to maintain a clean and organized learning environment.

Sanitize all surfaces, equipment, and classroom toys.

Maintain open communication with parents.

Reporting to the teacher and/or director any special needs or problems of individual children; reporting any cases of suspected child abuse or neglect.

Performing other such duties and functions as assigned and necessary to the proper performance of the position.

**QUALIFICATIONS:** Associate’s Degree in Early Childhood Education from an accredited institution with a minimum of one year of experience preferable. A combination of education, training, and/or experience working with children or in a similar setting will be considered.

Knowledge of the methods, techniques, and procedures used in operation of a preschool. Ability to perform in a professional manner, setting an example inside the classroom as well as outside.

Wage depending on experience/qualifications.

(Updated 2016)