

St. Andrew's Preschool

Preschool Philosophy: To provide a loving, caring, Christian environment for preschool children to grow in their social, emotional, cognitive, and spiritual development. This is accomplished through a balance of child-initiated and teacher directed, developmentally appropriate, hands-on learning activities.

Preschool Goal: To enhance the development of readiness skills, encourage a love for learning, and promote family involvement in an atmosphere of love and acceptance.

Two-Year Old Class Teacher Assistant Position

Target Expectations:

- Assist with individual and group activities designed to promote social, physical, and cognitive growth.
- Nurture the emotional and spiritual development of the children.
- Provide a safe and clean environment that meets all policies and procedures.
- Follow appropriate disciplinary policies; provide consistent guidance.
- Be familiar with emergency procedures.
- Be respectful of children and parents, as well as cultural, ethnic, or religious differences.
- Provide appropriate supervision at all times during the hours of operation.

Main Activities:

- Assist with curriculum designed to promote the physical, cognitive, emotional, creative and social skills of the children.
- Organize and manage the classroom environment and materials.
- Assist in preparing instructional materials.
- Work with small and large groups of children in a variety of age-appropriate, developmental activities such as creative experiences (art and music), mathematics, large and small motor skill development, science, language (reading and writing), environmental awareness and social studies, in both the indoor and outdoor classroom, according to the planned curriculum.
- Provide adequate equipment and activities for motor skill development.
- Ensure all equipment and the facility are clean, well maintained, and safe at all times.
- Provide continuous interaction with the children; respect and observe children's interests and intervene when needed to maintain a healthy classroom atmosphere.
- Build children's esteem by providing positive discipline and guidance.

- Provide information to co-teacher, including techniques of working with children.
- Conduct on-going assessments (anecdotal) and bi-annual evaluations of children; provide feedback to parents.
- Develop goals for individual children (post-evaluations); must be attentive, flexible and supportive of children.
- Demonstrate good communication skills in dealing with parents.
- Provide a monthly newsletter and calendar based on the selected theme and based upon related events and activities taking place in the classroom. This should be emailed to parents by the first of the month.
- Clearly and effectively communicate in a manner that children understand.

Supervisory Responsibilities:

- Ensure children are supervised at all times. Safety is our first priority!
- Comfort children when needed.
- Establish age-appropriate routines.
- Provide a **safe and secure** environment in which children can feel comfortable.
- Integrate special needs children in a positive and respectful manner.
- Discuss identified problems and needs with the Preschool Director, as appropriate.

Communication with Parents:

- Discuss children's development with parents on an ongoing basis.
- Keep parents informed of program expectations and program activities through monthly newsletter and calendar.
- Promote family activities that are occurring at St. Andrew's UMC.
- Provide suggestions for literacy and early education preparation.

Program Administration:

- Attend staff meetings and engage in continuing ongoing professional development activities.
- Maintain first aid and CPR certification.
- Be a team player. Be a positive influence on other staff members.
- Provide weekly and monthly schedules of activities to Preschool Director.
- Copy Director on all parent communications.

Perform other related duties as required.