

## Job Description for a Teacher Aide at Westminster's Preschool

### **GENERAL STATEMENT:**

The person selected for this position will be responsible for supporting the classroom teacher for the instruction, supervision and management of a class of 12-17 children to promote the social, emotional, academic, physical and faith development for children between the ages of 2 ½-6 years of age.

### **SUPERVISION:**

The classroom teacher, with support from the Preschool Director, is the direct supervisor of this individual and is responsible for training, supervision, and evaluation.

### **RESPONSIBILITIES:**

Classroom responsibilities are defined and should be in accordance with Westminster's Preschool's Personnel Policies and Procedures. These responsibilities shall include, but will not be limited to the following:

#### **Program/Curriculum:**

- Assisting to Plan, supervise and implement the program for the assigned class according to the curriculum/monthly themes/ weekly alphabet assignment and scheduled extracurricular activities set by the Preschool Director.
- Assuming the temporary responsibilities of the teacher in his/her absence for short periods of time
- Assist in incorporating developmental goals into the lessons:
  - Assist in planning, organizing and leading activities to promote social & emotional, academic, physical and faith development.
  - Assist with lessons - math & reading readiness activities, arts & crafts, games, music, story time & books, music & finger plays, nursery rhymes, and chapel lessons
  - Assist with preparing, providing and demonstrating a variety of materials and resources for the children to explore, manipulate and use, both in learning activities and in imaginative play
  - Assist in planning a balanced program of instruction, demonstration, work and play time that provides the children with opportunities to observe, question, respond, interact, and enjoy
- Assist in observing and evaluating the children's performance, behavior, social development and physical health as an on-going basis –
  - Assist in accurately complete bi-annual student Developmental Assessments in a timely manner
  - Assist in adapting teaching methods and instructional materials to meet the children's varying needs and interests
  - Assist in complete student evaluations for outside agencies
  - Assist in sharing concerns with the Preschool Director (if necessary)
- Help to maintain the daily schedule and manage efficient and smooth transitions from one activity to another
- Complete planned assignments from the teacher during Center Time or while assisting in the classroom.
- Help the children to focus on the teacher's instructions during group time
- Help to supervise and help the children learn during and from planned school events, in-house field trips, visits by guests, or other experiential activities
- Assist in keeping all appropriate records: time sheets (if required) and attendance
- Help the teacher in being aware and responsible for all children in the classroom who have Allergy Action Plans: food, bee, latex, asthma
- Help with the room set-up and take down of the classroom each day
- Help with providing the children with a snack and beverage from the school supply each day.
- Assist in Making sure that children with food allergies receive only the snack and/or beverage as stipulated in their Allergy Plan
- Help to be responsible for the ordered arrangement, appearance, educational environment, and safety of the classroom
- Assist with cleaning and organizing craft materials, toys and equipment in the classroom and storage areas
- Assist all staff members and children in the event of an emergency according to the procedures written in the Safe School Plan.
- Help to inventory and store classroom equipment and supplies for the current year and future years
- Assist in helping college students who are participating in an intern opportunity into their classrooms (if the classroom teacher is willing to provide this opportunity)

**Professionalism:**

- Demonstrate an enthusiasm for working with young children
- Be willing and successful in completing all of the health and safety classes, the required clearances and training videos
- Maintain satisfactory attendance and punctuality
- Interact in a respectful manner with fellow staff members
- Attend preschool staff meetings and in-service training sessions
- Attend staff meetings, educational conferences, training workshops in order to maintain and improve professional competence
- Practice professional ethics by never sharing concerns or information about a child or his/her family with anyone other than the teacher and the Director.
- Collaborate with other staff members and administrators in the development, evaluation and revision of the preschool program
- Have a willingness to try to solve problems independently
- Show flexibility, emotional stability and self-control
- Maintain acceptable appearance and proper grooming

**Interaction with the children:**

- Treat children and their families with dignity and respect
  - Be aware of individual needs of the children with concern for their cultural and social-economic background, interests, special needs, learning style and pace of learning
  - Help children to become aware of their roles as an integral member of a group
  - Respond respectfully and effectively to inappropriate behavior from a child
  - Motivate children with positive verbal reinforcement
- Be aware of the activities and whereabouts of the entire group at all times
- Attend to the children's basic needs: eating habits, personal hygiene

**Communication with the parents:**

- Help to facilitate the separation of the children from their parents
- Help to distribute written materials

**Physical Demands:**

- Be able to successfully perform the following physical demands that are essential functions of this job: stand, sit, use hands to handle or feel objects, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk, hear, taste, smell, lift and/or move up to 25 pounds, and have specific vision abilities (close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus).
- Be aware that reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions

**Work Environment**

- Properly use the furniture and equipment designed to accommodate the needs of the preschool-age children
- Be exposed to air quality and temperature in the classroom that is maintained by Westminster Presbyterian Church administrators and custodians
- Be exposed to a moderate to sometimes loud noise level in the work environment
- Be exposed to weather conditions prevalent for outside time
- Be aware that reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions
- Report to the classroom teacher and/or the Preschool Director any conditions that are unsafe, unhealthy or need to be changed

I have read the above job description and will, to the best of my ability, fulfill the responsibilities as listed:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_