

JOB DESCRIPTION

<u>Title:</u>	Teacher's Assistant
<u>Responsible To:</u>	Classroom Teacher and Director
<u>Work Schedule:</u>	Refer to contract
<u>Salary Range:</u>	Refer to contract
<u>Benefit Package:</u>	Refer to contract

Qualifications:

- I. High School diploma or GED
- II. Show evidence of a Christian commitment and be a practicing member of the Christian faith.
- III. Be in agreement with the Missions Statement of SPBCDS.
- IV. Meet the requirements of the licensing agency.
- V. Have at least one year of experience in a classroom/group setting.

Responsibilities:

- I. Maintain prompt hours and notify the Director in the event of illness.
- II. Maintain clean and neat appearance.
- III. Follow the terms of your contract and all personnel policies of SPBCDS.
- IV. Maintain the confidentiality of all parties involved with the school.
- V. Assist in carrying out the curriculum as approved for the class assigned.
 - A. Meet with teacher to give input and assist with planning.
 - B. Assist teacher with observation of children, keeping notes on individual child's interests, needs, and abilities.
 - C. Be familiar with the schedules for the day, and plans for special activities.

- VI. Assist in preparing the environment for the activities and events to take place. (See specific duties for various activities of the day.)
- VII. Participate in activities as required by the teacher. (Ex. Circle time, snack time, etc.)
- VIII. Assist the teacher in all ways necessary to ensure the smooth and safe running of the classroom.
- IX. Attend staff meetings and evening parent meetings whenever possible.
- X. Attend in service and outside training, and work to increase skills in the field of early childhood education.
- XI. Complete all other duties as assigned.