

First Baptist Church Weekday Preschool Assistant Teacher Job Description

JOB SUMMARY

The Assistant Teacher is one who has experience working and teaching preschool children. Love and commitment to children is required while maintaining a professional character.

ESSENTIAL RESPONSIBILITIES AND STAFF COOPERATION

- Provide and maintain a Christian environment that encourages children to grow physically, emotionally, mentally, socially, and spiritually.
- Perform assigned duties as requested by the director.
- Give each child the attention needed to assure his/her best welfare. This includes meeting physical and emotional needs such as eating, toileting, playing, working, health care and safety needs.
- Maintain an open line of communication with director and the lead teacher.
- Be prompt and on time, habitual tardiness will be counseled.
- Remain compliant with attendance policy (found in staff handbook).
- Remain compliant with dress code policy (found in staff handbook).
- Remain compliant with cell phone use policy (found in staff handbook).
- Be aware of our accountability policy (found in staff handbook).

COMMUNICATION REQUIREMENTS BETWEEN STAFF

- All staff should read and respond promptly to emails when applicable.
- Attend monthly staff meetings held the first Wednesday of each month.
- Each teacher and assistant will be observed during the school year (1 announced, 1 unannounced) followed up with a post-observation meeting.
- Director will make time each quarter to communicate with staff individually to address any concerns from the staff.
- Director will be present in classrooms throughout the school day.
- Director will be available to assist with children causing continued distractions in the classroom.