

WHITE MEADOW LAKE PROPERTY OWNERS' ASSOCIATION

PRESCHOOL TEACHER'S ASSISTANT JOB DESCRIPTION

JOB PERIOD: Full Time

REPORTS TO: Preschool Director/Head Teacher

JOB SUMMARY:

Works cooperatively with and under the supervision of the Preschool Director/Head Teacher to discuss and aid in the implementation of daily plans in accordance with the current curriculum. Under guidance of Preschool Director/Head Teacher, the Teacher's Assistant will plan, organize, direct, and supervise programs for preschool age children and facilitate positive relations among school staff, parents and the WML community.

DUTIES & RESPONSIBILITIES:

- Foster an atmosphere of learning, kindness, cooperation, and respect for students and staff
- Work with small groups of children on specific projects/activities
- Assist teacher during whole class activities
- Assist teacher in identifying barriers to learning and handling behavior issues
- Assist in completion of timely, accurate documentation of daily activities necessary for a high-quality program
- Responsible for light cleaning such as tables, chairs, school supplies, etc.
- Prepare materials for craft/academic activities as directed by teacher
- Act as Preschool Director/Head teacher as needed
- Support Preschool Director/Head Teacher in any other capacity as needed
- General understanding of state and local guidelines including inspection checks
- Ensure all safety and emergency drills and training is conducted, including Fire, CPR, First Aid.
- Attend school programs as required including Open House, Fashion Show, Graduation, etc.
- Maintain confidentiality regarding all personal information regarding children and families

REQUIREMENTS:

- Minimum 2 Year College Degree, Early Childhood Education a plus
- Minimum 2 years experience in a licensed childcare facility
- Ability to pass Criminal Record Background clearance
- Ability to maintain current CPR and 1st Aid Certifications
- Strong ability and commitment to building positive relationships with families and the community.