



## **JOB TITLE: ASSISTANT TEACHER**

**REPORTS TO:** Preschool Director

**PURPOSE OF POSITION:** Primarily responsible for assisting in planning and teaching children enrolled in The Summit Preschool.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Love, honor, and respect each student.
- Communicate daily with preschoolers and their parents.
- Help set up Learning Centers for each day.
- Make sure parents sign children in and out each day.
- Write and distribute notes of encouragement to students.
- Help teacher record assessment for students.
- Communicate supplies and resources needed to Director.
- Keep credentials current and stay up-to-date with mandated requirements (CPR, First Aid, etc.).
- Arrive at least 30 minutes before class begins and stay 30 minutes after class ends.
- Serve snacks and clean up any spills.
- Greet children and assist with hand-washing when children arrive.
- Perform other assisting duties as required.
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### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Relevant job experience and education and has demonstrated ability and desire to work effectively with young children.
- Ability to collaborate and maintain positive working relationships with students, parents and other staff members.
- Strong verbal and written communication skills.
- Organizational skills needed to maintain a classroom.
- Ability to assess a situation and act quickly and efficiently.
- Ability to work as a team.