

Position Title: Preschool Assistant Teacher
FLSA Status: Non-Exempt
Supervisory: No
Reports to: Preschool Director

Summary Description

The primary responsibility of this position is to ensure care and safety of children in the Floris UMC Preschool while maintaining a loving and inclusive environment for all children.

Responsibilities

Following the direction and guidance of the Preschool Director, this position is responsible for:

1. Interacting with the children in a nurturing way that conveys loving care and respect.
2. Maintaining a safe and calm environment, does not allow rough play, running, or inappropriate use of toys and/or equipment based on set safety standards.
3. Observing and monitoring children's play activities, not allowing aggressive physical or verbal behavior (no hitting, pushing, name calling, throwing items, etc).
4. Playing with children; this will often mean getting down on the floor to interact with them.
5. Performing duties as planned under the leadership of the Lead Teacher.
6. Assisting in the creation of an environment with appropriate developmental activities and learning about the Christian faith.
7. Organizing and storing toys and materials to ensure order in activity areas throughout the day, not just at the end.
8. Assisting with the cleaning and organization of the classroom at the end of the session.
9. Maintaining complete and accurate attendance records of children.
10. Keeping records on incidents/accidents that occur, alerting the Lead Teacher and Preschool Director about the incident and ensuring the parent is notified and signs the acknowledgement form.
11. Attending to the personal hygiene of each child in your care, including changing diapers (if working with 2-year-olds) or soiled clothing, restroom visits and washing hands.
12. Working cooperatively and effectively as a team member by communicating and contributing information on a continuous basis.
13. Maintaining an open, friendly and cooperative relationship with each child's family.
14. Demonstrating behavior that is professional, ethical and responsible.
15. Performing other duties and responsibilities as assigned by the Preschool Director.

Qualifications

Associate degree in Early Childhood Education or a Child Development Associate credential.

OR

Experience working in a childhood setting

Must be flexible and adaptable to meet the needs of the children and program.

Ability to communicate in English language in general.

Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress.

Ability to routinely lift children, move furniture in an early childhood classroom and sustain long hours of active work.

Ability to clear criminal background check.

Current certification in CPR and First Aid, Negative tuberculosis screening