

## ASHTON CHRISTIAN PRESCHOOL POSITION DESCRIPTION

**OFFICIAL TITLE:** Teacher's Assistant

**SUMMARY DESCRIPTION:** Under the direction of Ashton United Methodist Church and Ashton Christian Preschool's Director, you will provide for appropriate learning experiences based on Christian beliefs and values. You will provide an atmosphere and environment conducive to the intellectual, physical, social and emotional development of all children. You will follow required procedures and practices and monitor appropriate use and care of equipment, materials and facilities.

### **DUTIES AND RESPONSIBILITIES:**

Assist the classroom teacher, which includes, but is not necessarily limited to:

- Report to work on time and stay through the duration of the school day as stated in your Employment Agreement and Staff Handbook
- Supervise and ensure the safety and well-being of the children at all times, being alert to the needs and/or problems of the children as individuals and as a group
- Implement the daily program for your assigned classroom
- Decorate the room with bulletin boards, pictures, children's art work, and other displays
- Keep classroom, storage rooms, and bathrooms clean, neat and orderly; *This does not include cleaning the toilet and sink, but touching up as needed*
- Prepare snacks and help to keep kitchen clean
- Assume the teacher's responsibilities in her absence
- Be familiar with and follow all preschool policies
- Inform the teacher and/or the director of a child's challenging behavior, parent complaints, or other problems which should be handled by the director
- Meet each child's basic hygiene needs including hand washing, toileting and diapering (2s and some 3s); Support toilet training efforts in the classroom (2s & 3s)
- Maintain confidentiality at all times (including children and parent discussions, staff issues and meetings)
- Communicate with parents about information related to the daily routine. ***Refer parents to the teacher or the director for conferences, complaints, or problems***
- Meet with director as needed and requested and attend monthly team meetings
- Complete 6 hours of early childhood education classes per school year

### **MINIMUM QUALIFICATIONS:**

- Be at least 18 years old, English speaking, and a High School graduate
- Participate in fingerprinting and background investigation process
- Be able to move around the classroom including stooping, bending, and standing
- Be able to stay outside for playground or other physical activities required to work with young children

#### ***Pre-Service Trainings to be completed before the first work day:***

1. Basic Health & Safety Training (3 hours)
2. Updated Basic Health & Safety Training (1.5 hours)

#### ***Trainings to be completed within 6 months of your hire date:***

1. First Steps in Child Care: An Orientation (3 hours)

*All classes can be taken online. You will be reimbursed for the cost of the class and paid for the time spent on each class as stated above.*

*For more information or to apply, please reach out to Meredith Savage-Myers-Director at 301-774-7113 or email at [ashton.preschool@gmail.com](mailto:ashton.preschool@gmail.com).*