

## **Brownson Learning Center**

### **Teacher's Assistant – Job Description**

The assistant teacher will be responsible for helping the lead teacher develop and provide a positive, safe, Christian learning environment for all children in the classroom.

#### **Job Responsibilities:**

1. Supervise and ensure the safety and well-being of the children. Must be alert to the needs and/or problems of the children as a group or as individuals.
2. Assist lead teacher in any way that includes, but is not limited to the following:
  - A. Check in with lead teacher each morning to go over daily lesson plan and to organize and gather materials needed for the day.
  - B. Implement the daily lesson plan for the class.
  - C. Assist in decorating the classroom. For example, bulletin boards, classroom door, classroom, centers etc.
  - D. Prepare the daily snack and supervise the children while eating.
  - E. Clean up the daily snack or supervise the children who do.
  - F. Keep classroom, storage areas, cabinets, and bathrooms clean, neat, and orderly. Table tops, counter tops and toys should be wiped with a Clorox based cleaner daily. Floors should also be vacuumed each day.
  - G. Prepare and organize student folders/bags daily. This includes the collection of monies and forms.
  - H. Perform any administrative duties as needed (i.e. copying, laminating, checking boxes, supply inventory, collecting materials needed for the daily lesson plan) prior to class time.
3. Assume the responsibilities of the lead teacher in case of his/her absence.
4. Be familiar with and follow the policies and procedures of the Learning Center.
5. Be familiar with emergency procedures and general first aid.
6. Report to the lead teacher and the Director any special needs of the children or possible suspicions of neglect or abuse.
7. Attend staff meetings and conferences as designated by the Director.
8. All other duties as assigned.

**Job Requirements:** Previous experience in a preschool is preferred. Background check is required.