



Assistant – Job Description & Qualifications

Qualifications:

- Able to model a Christian lifestyle before students, families and staff
- Preferred experienced in working with and/or teaching school age children
- Must possess a high school diploma or GED & be of 18 years of age

General Responsibilities:

- Follow all personnel policies and procedures
- Maintain prompt hours (hours range from 15-30 hours per week)
- Attend all staff meetings, orientation days, workshops, training/observation days, required by the Director
- Work with staff members in a cooperative manner
- Communicate with staff to help with school wide preparation and clean up tasks
- Communicate with Teacher to understand expectations of the classroom needs
- Assist with or perform any other task as they become necessary or instructed by the Director and/or Teachers
- Use the school's discipline policy in an appropriate manner and with positive direction
- Conduct yourself in a professional manner and keep all matters pertaining to School and students confidential

Classroom Responsibilities:

- Learn and understand classroom routines and schedule to be able to take over and continue class for teacher if needed
- Assist Teachers in meeting curriculum that meets the developmental needs of the children
- Assist the Teachers in administrative tasks – taking attendance, maintaining book bag paperwork/payments, making copies, maintaining office reports and organizing small classroom activities
- Report accidents and unusual situations to the Director and/or Teachers
- Interact with the children during activities and encourage involvement in activities
- Assist children during circle time - sit with students having attention issues, or giving gentle reminders to keep Teacher engaged and uninterrupted
- Assist children with self-help skills – small/large motor skills, restroom and hygiene needs
- Assist Teachers during all activities - prepping & preparing materials, assisting children
- Maintain the classroom cleanliness - clean tables, sweep floors, take out trash, put away toys, equipment and supplies
- See that all papers needing to go home are in the children's book bags
- Supervise the arrival and dismissal of students working cooperatively with the teacher. All staff will take turns at the sidewalk in supervision of the children