

**JOB DESCRIPTION  
PRESCHOOL ASSISTANT TEACHER**



**JOB SUMMARY**

Responsible for direction and overall supervision of a group of preschool children. Performs activities that ensure the safety, involvement, and creativity of each individual in the group. Works cooperatively with the lead teacher to discuss and aide in the implementation of daily plans in accordance with the current curriculum, incorporating the Ohio Department of Education Standards.

**SPECIFIC DUTIES OF THE JOB**

- Work with teaching team in all activities, including but not limited to: housekeeping, diapering, toilet training and meal service and record keeping
- Share responsibility in the preparation of Daily Plans and the preparation of teaching materials
- Conduct daily small-group activities for an assigned group of children, sharing responsibility for large-group activities and using appropriate adult/child interactions strategies with all children
- Assume responsibility for a classroom at any given time
- Collects required anecdotes and information for required ongoing assessments
- Observe and/or participate in parent-teacher conferences
- Provide coverage for breaks for other staff members
- Supervise daily lunch and playground activities, field trips and walks
- Promote individualized attention for children by freeing teachers from routine duties

**EDUCATIONAL REQUIREMENTS:**

High School diploma or equivalent is required. A Preschool CDA credential or an Associate Degree or higher in Early Childhood Education is preferred. Must attend training classes designed to broaden professionalism, education and skill involving child care and development as required by Federal and State regulations and Administration.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Must possess personal attributes needed to develop trusting relationships with children and adults. Such attributes include the following:

- Interactions expressive of genuine warmth and concern for children as well as an understanding of their developmental needs
- Respect for children’s ideas, feelings, abilities and differences
- Insights into and tolerance for the range of age appropriate behavior
- Ability to assume needed duties and responsibilities without supervision
- Ability to use discretion in communications with parents in the Teacher ‘s absence
- Ability to move and react quickly and to handle emergencies effectively
- Ability to abide by all rules and regulations applicable to workers of the center
- Ability to accept changes in schedules, environment, etc...
- Acquire knowledge of the current curriculum and implement the curriculum practices in the classroom

X \_\_\_\_\_ X \_\_\_\_\_  
Employee Name (please print) Employee Signature Date

X \_\_\_\_\_ X \_\_\_\_\_  
Department Head Date Learning Center Director Date

**JRC Learning Center**

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