

Assistant Teacher Job Description

Reports to: Assigned Teacher

Status: Non-Exempt

JOB SUMMARY

Under the direction of the Preschool Director and in accordance with the general policies, goals and standards established by the Learning Center Preschool at the First United Methodist Church of Winter Garden, the Assistant Teacher is responsible for supporting the Lead Teacher in implementing the creative curriculum and providing a nurturing, well-supervised and safe environment for the preschool children.

JOB REQUIREMENTS

The Assistant Teacher must demonstrate a commitment to the Mission and goals of the Learning Center Preschool at the First United Methodist Church of Winter Garden and must demonstrate an ability to work effectively with people and be a team member.

The Assistant Teacher must be able to pass a criminal background check and maintain a clear criminal record. The Assistant Teacher must also complete and/or provide transcripts for all necessary training and education:

- 45-hours Initial DCF Training as required.
- 10-clock-hours of Annual In-service training completed between July 1 and June 30 each year.

The Assistant Teacher must also have:

- The ability to communicate effectively both orally and in writing.
- The ability to follow the guidance of the Lead Teacher to ensure:
 - Classroom activities run smoothly.
 - Classroom organization and clean-up is maintained.
 - The basic needs of the children are met, such as: potty, diaper changing, and food help.
 - Bathroom clean-up, if necessary.
- The ability to assist with the management of a class of 10 – 17 preschool or pre-k age children using a positive approach. Discipline must adhere to the school's policy.

ESSENTIAL FUNCTIONS

- Notify director in the event of absence.
- Attend organized staff meetings, as necessary.
- Fulfill assigned duties outside of the classroom (such as Playground Setup/Pickup, Early Drop, etc.).
 - Playground Setup must include: wiping off excess water on equipment; a sweep for hazardous items, such as: dead animals or waste, street drugs, sharp items, bee and wasp nests, broken equipment. **Report any of these concerns immediately to director for further evaluation.**
- Supervise and interact with children while on the playground.
- Assist with the planning of activities at the end of the school year.
- Any other duty as deemed necessary by the Preschool Director.