

Sardis Presbyterian Church Position Description

Position: Preschool Assistant Teacher

Reports to: Director of Sardis Weekday School

Classification: SWS Staff, Part-Time, Salaried, Non-Exempt

Position Overview:

The Preschool Assistant Teacher is accountable to the Session through the Sardis Weekday School Steering Committee, supervised by the Director of the Sardis Weekday School, by being responsible for serving the school by assisting the lead teacher in providing an age-appropriate educational program for pupils in the preschool program.

Minimum Qualifications:

- Associate (2 year) Degree in Early Childhood Education or related field
- 2+ years' experience working with children in a classroom setting
- Caring and nurturing attitude towards children
- Excellent verbal and written communication skills
- Demonstrate a strong Christian faith

Desirable Qualifications:

- Experience Microsoft Office and PowerPoint

Primary Duties and Responsibilities:

- To teach the adopted course of study as assigned by the Director
- To assist the lead teacher in a planned learning experience in order to motivate pupils, best utilize the available time for instruction
- To communicate and implement clear objectives to children with guidance of the lead teacher
- In conjunction with the lead teacher to establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom, and provide guidance in developing qualities of good citizenship
- To assist the lead teacher in the evaluation of pupil's academic and social growth.
- To identify pupil needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems
- To assist in creating a functional and attractive environment for learning
- To organize and label materials, and display students' work in a manner appropriate for their ages and perceptual skills
- In conjunction with the lead teacher communication around school and classroom events, parent conferences, classroom newsletters
- To assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.

Other Functions

- Attend weekly all-staff meeting and other meetings as needed

- Cooperate with the Director of the Sardis Weekday School by performing other duties when assigned.