

**Maranatha Baptist University**  
**KIDDIE KAMPUS PRESCHOOL & DAYCARE**

**Job Description**

**Job Title: Assistant Teacher**

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<b>Department:</b>	Preschool	<b>Supervisor:</b>	Preschool Director
<b>Employee Name:</b>		<b>Employee Classification:</b>	Part-Time
<b>Prepared by:</b>	Melissa Chapman	<b>Date Updated:</b>	09/2021

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**SUMMARY:** An assistant childcare teacher works under the supervision of a lead childcare teacher with a group of children.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists the teacher in maintaining a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Encourages students to set and maintain appropriate standards of classroom behavior.
- Follows a classroom schedule, with few exceptions, so that consistency is maintained.
- Implements by instruction and action the preschool's philosophy of education and instructional goals and objectives.
- Adheres to the policies, regulations and procedures of the preschool.
- Works cooperatively with other school personnel in the identification, diagnosis, and remediation of individual students with specialized needs.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Attends workshops, training sessions, etc. to satisfy continuing education requirements.
- Maintains accurate, complete, and current records as required by law, preschool policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct
- Attends staff meetings.
- Enforces the rules of classroom behavior and procedure that the lead teacher has established and maintains order in the classroom in a fair and just manner.
- Aids the teacher with such activities as taking the children out for recess, and helping prepare manipulatives or art projects for lessons and activities.
- Communicates with parents about child's behavior or accidents if the lead teacher is not present.
- As an employee of Maranatha, you are expected to help accomplish the mission in ways that include but are not limited to: leading students in prayer, giving Biblical advice, mentoring in spiritual matters, helping students develop Christian maturity, and teaching the Word of God. This leadership of students should be accomplished through direct communication with the students, and it must also be accomplished by the example you set in your personal life both at and away from the ministry.

## Assistant Child Care Teacher Responsibilities

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- Daily
  - Aids the teacher with projects or lessons, when necessary
  - Encourages children to follow classroom rules and to develop positive social skills.
  - Prepares the snack at snack time
  - Maintains the current attendance record of children when the teacher is not present.
  - Fills out the proper forms on accidents or medications, as needed. Also, records each incident in the log book.
  - Communicates with parents verbally when they drop off or pick up their child
  - Opens or closes the center according to the shift assigned (duties include but are not limited to: watching children that come early or are picked up later, sweeping the floor, taking out the garbage, etc.)
- Monthly
  - Attends staff meetings
  - Attends continuing education workshops, classes, etc., as needed
- Quarterly
  - Helps plan and participate in special parent events
- Yearly
  - Meets with the director for a performance appraisal

**SUPERVISORY RESPONSIBILITIES:** Directly supervises children during opening or closing hours (dependent upon shift assigned).

**QUALIFICATIONS:** To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION AND/OR EXPERIENCE

Minimum educational requirements: 1 credit/non-credit course in early childhood education.  
Five credit/non-credit courses in early childhood education preferred.

Experience preferred but none required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be capable of lifting a child up to 50 pounds.

The employee must be able to squat down to child's eye level.

**EVALUATION:** Performance of this position will be evaluated under the provisions of this description and policies of the Kiddie Kampus Preschool & Daycare Staff Handbook by the preschool director.