

TEACHING ASSISTANT'S JOB DESCRIPTION

Education and Experience Qualifications

- Must be at least 18 years of age with a high school diploma
- Must complete MSDE Americans with Disabilities Act training
- Must complete MSDE Health & Safety training
- Prior training/experience working with preschool children preferred
- Completion of 90 clock hours in Early Childhood Education preferred
- CPR/First-aid training preferred
- Must meet minimal Maryland State Department of Education, Office of Child Care, requirements. See <http://www.dsd.state.md.us/comar/comarhtml/13a/13a.16.06.11.htm> for more information.

General Responsibilities

- Arrive at least 20 minutes before the children arrive to meet with teacher about the day
- Must be familiar with and follow all preschool policies
- Get instruction from the teacher and help the teacher get prepared materials assembled for the day
- Communicate and decide with other assistant what duties (getting paints ready, working with children, book bags, clean up) you will perform that day and alternate each day
- Greet the children as they arrive
- Direct children to certain activities if they are having difficulty deciding what to do (which may mean reading to them or playing a game with them, etc.)
- Assist with circle time and small group activities as directed by the teacher. **There should be one assistant with the teacher at all times during circle time.**
- Share snack preparation with teacher and other staff, as needed
- Inform teacher and other assistant if you are leaving the area to take a child to the bathroom. **NEVER leave a child ALONE!**
- At clean-up time, encourage children to help so that they know where things belong. Wipe tables.
- Stay after children leave to make sure everything is clean and put away. This includes sweeping and/or vacuuming, wet mopping if needed, emptying trash, checking bathrooms, washing paints. **Cleaning may not be done while children are in the room.**
- If a child is having a specific problem, inform the teacher. **DO NOT** take responsibility for talking with the parent yourself.
- Report to the teacher and/or director any cases of suspected child abuse or neglect.
- Attend each planning session when scheduled, giving suggestions, preparing classroom materials.
- Attend all staff meetings. Parent-Staff Board meeting attendance is voluntary.
- Attend all Preschool sponsored programs during the school year
- Become credentialed and maintain that status yearly by attending early childhood seminars/workshops as well as all in-service days

- Receive direct supervision of the senior staff person in charge of the group
- Must maintain strict confidentiality with regard to staff, parents, and student concerns
- Take the responsibility of setting up or tearing down the classroom, whichever is assigned to you
- Take care to see that you are complimenting the teacher's efforts – NOT COMPETING with her. Common sense rules of courtesy should apply to the relationship between the assistant and teacher. Demonstrate respect for the teacher's position in the classroom by:
 - Listening carefully to the teacher; this includes making a point of NOT TALKING when the teacher is speaking to the class
 - Not interrupting the teacher when she is giving a lesson or presenting directions.
 - Waiting for the teacher to call on children in total group situations
 - Using a VERY SOFT VOICE when working in the classroom; a loud-speaking voice competes with whatever the teacher is doing and distracts the children.
 - Strive to be a Christian role model, observing the teacher's technique and model her

Physical Demands

The employee is intermittently walking, standing, sitting, bending, lifting, and climbing up and down stairs frequently. The employee must talk frequently and hear. Children must occasionally be lifted (weights ranging from 20-70 pounds). Supplies and/or materials are purchased and carried into the school. Occasionally, furniture is moved. The physical demands described here are representative of those that must be met by an employee to perform the essential duties and responsibilities of the position successfully. Requirements may be modified to accommodate individuals with disabilities

Personal Qualities

An employee of Wards Chapel Preschool must:

- Express a commitment and a desire to maintain a Christian atmosphere, modeling Christian values, both in and out of school.
- Have a warm, supportive attitude toward children.
- Be reliable.
- Be flexible in receiving assignments or adapting to changes in the program.
- Be willing to accept supervision in order to improve work performance.
- Maintain strict confidentiality with regard to staff, parents, and student concerns.
- Model professional behavior to assistants and anyone coming into the school.