

2008-2009 School Year

Preschool Teacher's Assistant

Part-Time Position

Up to 30 hrs p/wk will vary with schedule and staffing

DESCRIPTION:

The preschool teacher's assistant will work with individual teachers on a daily and weekly basis in and outside of the classroom. This includes daily setup of activities, copying, labeling, preparing materials, and classroom setup/cleanup. Assistants who successfully complete one (1) year of employment and receives an outstanding end of year evaluation and recommendation from the Preschool Director will be considered for a vacant lead teacher positions.

QUALIFICATIONS:

- Valid IL Identification
- Prior experience in a classroom or childcare setting.
- High School graduate
- Previously, currently, and/or willing to participate in courses/seminars related directly to child care and/or child development, from birth to age six (6).
- Ability to read, write and effectively communicate in English.
- Must hold current Child/Adult CPR and First Aid Certification or attend & complete BPD CPR class.

JOB DUTIES:

Responsible for the health and safety of all children. Collect any notes from parents, book orders, etc. Check backpacks for all 3 classrooms. Assist children as they enter the building. Assist teachers with setting up the classroom for each day's activities: cut out patterns, collect supplies, make copies, etc. Assist with clean up after class. Participate with children during circle time. Assist children to the bathroom. Attend and participates in staff meetings, staff development sessions and continuing education opportunities as required. Other related duties as assigned by Preschool Director and/or Assistant Director of Parks & Recreation.