



Assistant Teacher Description

The primary responsibility of an Assistant Teacher at Bee Loved Preschool is to provide direct care, supervision, guidance, and to ensure the safety of the children in care. The Assistant Teacher will be responsible for assisting the Lead Teacher in preparing the classroom and complying with all Bee Loved policies and procedures. Duties may include but are not limited to making copies, filling the water jug, cleaning tables and floors throughout the day, changing diapers, and any other assistance needed by the Lead Teacher.

Reporting Relationship

- The position reports to the Bee Loved Director

Position Requirements

PERSONAL

- Demonstrates his/her Christian faith and values by example
- Be physically able to lift 25 lbs
- Demonstrates ability to work cooperatively with others
- Be free of active tuberculosis

PROFESSIONAL

- Must have a minimum of one year of experience in an early care and education classroom
- Ability to assist the Lead Teacher
- CPR and First Aid Certified
- Ability to pass an FBI background check
- High School Diploma or equivalent and CDA Credential or be willing to work towards it
- Must be 18 years or older
- Ability to complete 24 hours of pre-service training
- Willing to complete 24 hours of child care training every 12 months

ADMINISTRATIVE

- Keeps open communication with parents, Director, and Lead Teacher
- Complies with all teacher policies and child-care state licensing guidelines
- Effectively enforces the student/parent handbook
- Primary duties include but are not limited to making copies, filling water jug, cleaning tables and floors throughout the day, changing diapers, and any other assistance needed by the Lead Teacher
- Assists Lead Teacher preparing, distributing and maintaining all required reports: accident, daily progress, behavior, medical, etc.

WORK SCHEDULE

- Follows LTISD School Calendar, August thru May
- 8:30 a.m. to 2:30 p.m.
- Monthly meetings once a month beginning at 8 a.m.

COMPENSATION

- Minimum : \$11 hour