



## **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**

- Has some child-care experience either hands on or in a classroom
- Ability to assist the Lead Teacher
- CPR and First Aid Certified
- Ability to pass an FBI background check
- High School Diploma or equivalent
- 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 2:15 p.m.
- Monthly meetings once a month beginning at 8 a.m.

### **COMPENSATION**

- Minimum : \$11 hour