

# **Fifth Avenue Baptist Nursery and Preschool Job Description**

**I Position Title:** Teacher Assistant/Part-time Teacher/Substitute Teacher

**II Position Qualifications:**

1. Must meet those minimum compliance requirements of a teacher aid and staff member set fourth by the West Virginia Department of Health and Human Resources concerning Licensing Requirements for Day Care Centers and be at least 18 years of age.
2. The person should exemplify Christian principals, be of good moral character, and exhibit sound judgment, emotional maturity, and understanding of children
3. Demonstrate ability to perform assigned tasks and maintain the safety, health and wellbeing of children and other staff members.
4. Must be able to communicate clearly and effectively and to respect confidentiality.
5. Must provide written verification of appropriate orientation program completion
6. Must be willing to complete at least 15 hours of annual professional development training which should begin with the participation in the CDA or ACDS program, if not already completed.
7. Teachers who work with children less than 24 month of age must initially participate in 40 hours of training related to this particular age group. After that, the teacher shall have at least 6 of their 15 hours of annual training related to children less than 24 years of age.

**III Position Duties and Responsibilities:**

A teacher assistant or part-time assistant is directly responsible to and under the supervision of the Director and the Teacher.

The duties include:

1. Assist teachers in programs and activities.
2. Supervise children's play as directed
3. Prepare equipment and supplies for group activities
4. Interact with children who require special attention
5. Watch over sleeping children.
6. Serve meals and snacks
7. Diaper Changing