

**Arcola United Methodist Church**  
**Arcola Christian Preschool**  
**Position Description**  
Updated 4/15/05

**Position:** Preschool Teacher Assistant

**Hours:** Vary

**Supervision:** Reports to the Preschool Director. The Preschool Director will provide annual evaluation of performance.

**Responsibilities:**

***Purpose: To assist the teacher in providing a warm, nurturing, Christ-centered, safe and loving environment in which children can grow physically, emotionally, intellectually, and spiritually.***

***Models Behavior***

- Lives the Christian faith
- Relates joyfully and sensitively to children
- Smiles, laughs, uses a pleasant voice
- Prays with and for others
- Acknowledges and respects others' feelings
- Works cooperatively with others
- Compliments good behavior and manages inappropriate behavior
- Builds and strengthens positive relationships with other congregation program staff and volunteers

***Provides Assistance***

- Assists classroom teacher in supervision and management of a group of children
- Interacts with, initiates and encourages children in daily activities
- Assists teacher in planning learning activities
- Helps children control behavior using a Christ-centered, positive, consistent approach
- Helps children grow to become independent
- Helps prepare the learning environment, sets up interest centers, and prepares materials
- Assists teacher in record keeping and observations related to children's development, health and behavior
- Maintains good communication with parents
- Helps with general housekeeping tasks
- Attends to needs of individual children with sensitivity
- Attends required staff meetings
- Helps build a supportive, caring team
- Assists teacher in other ways as needed

**Salary:** Varies

**Benefits:** None

**Education/Experience Requirements:**

- Associate's degree (60 credit hours or more) from an accredited college or university with emphasis in early childhood education or child development
- Experience working with young children in learning situations
- Evidence of security and good judgment to handle crisis situations

**Requirements for Employment:**

- Prior to employment, assistant teacher shall submit a dated report of satisfactory tuberculin test or chest x-ray taken within six months of beginning employment. Such tests need not be repeated except at the advice of a licensed physician or the local health department.
- Assistant teacher shall present a dated medical statement signed by a licensed physician, a licensed nurse practitioner or a licensed physician's assistant verifying that s/he is free from any disability, which would prevent him/her from caring for children. This statement shall be dated not more than six months prior to employment or within 30 days after date of employment.
- Assistant teacher shall complete the following forms:
  - Sworn Statement or Affirmation
  - Name Request Form for Criminal History Record and/or Sex Offender and Crimes Against Minors Registry Search
  - Virginia Department of Social Services/Child Protective Services Request For Search of the Central Registry and Release of Information Form
- Other policies set out in Staff Policies & Procedures Manual