

## BURKE PRESBYTERIAN CHURCH PRESCHOOL

### ASSISTANT TEACHER 2 DAYS

#### **Qualifications:**

A minimum of two years as an Early Childhood Education Teacher in a licensed preschool or similar is required.

#### **Our Philosophy:**

Burke Presbyterian Church Preschool provides a loving and caring atmosphere in which each child is encouraged to develop as a unique person with a positive self-image. We nurture all aspects of a child's growth including social, emotional, physical, intellectual, and spiritual upbringing.

We understand that children develop at unique timetables, which are often uneven and unrelated to age. They also thrive in learning environments that nurture:

- an emerging sense of self and empathy for others,
- both structured and unstructured learning, and
- the disposition to learn by one's self and with others as an enjoyable lifelong pursuit.

In our program, children interact with their immediate world as a catalyst for learning, and they use play to explore, experiment, and discover the world around them.

Our staff is carefully selected for its warmth, dedication, and ability to empathize with children. Our teachers make every effort to provide a secure setting for preschoolers in their care and foster a strong sense of community. We adhere to all state and county requirements.

#### **Job Duties:**

The Assistant Teacher will be responsible for assisting the Lead Teacher with a group of children.

The Assistant Teacher will:

1. Work with the Lead Teacher in conducting daily experiences for the children based upon the objectives of the school. Review calendar with Lead Teacher weekly. This includes the opportunity to take over lead classroom duties when the Lead Teacher is absent.
2. Arrive no later than 9:00am and assist Lead Teacher in any way necessary to prepare classroom for the arrival of children (General hours 9:00am-12:45pm on contract days).

3. Help prepare classroom materials (i.e., mix paints, collect consumables, prepare playdoh, and put away/clean up afterwards and return to proper storage area).
4. Serve snacks. Clean-up classroom/kitchen after use. Wash tabletops/sweep floor afterwards.
5. Attend and participate in staff meetings. Meet with Lead Teacher at least once a month to review monthly calendar and upcoming curriculum activities.
6. Be aware of, clarify, and respect Lead Teacher's classroom direction and the preschool's philosophy.
7. Use positive discipline techniques that teach students cooperation and how to be good classroom citizens.
8. Always use calm, encouraging language with children, even in difficult situations.
9. Participate in activities designed to include parents in the education of their children.
10. Accompany the Lead Teacher to the playground. Share in the supervision of children there and in the bathroom. Supervise children in the classroom while Lead Teacher greets parent/child at door upon arrival and dismissal.
11. Take initiative to make him/herself aware of where things are kept.
12. Sit on floor and interact with children.
13. Help Lead Teacher maintain classroom on a daily basis (i.e., clean tables, sweep excessive mess on floor, and clean closets). Keep soap dispensers and paper towels full.
14. Close door of classroom after exiting class during fire drills.
15. Set-up and take down classroom (i.e., bulletin boards as included in contract days).
16. Participate in classes and workshops that bring about increased professional competence as required by Virginia state licensing. Assistant Teachers should complete at least 8 hours of professional development per school year. These 8 hours are in addition to CPR training every year and First Aid training every 2 years.
17. Complete background checks as required by the Virginia Department of Social Services.
18. In case of illness or other emergency leave, notify Director and, if possible, your teaching partner.
19. Report inappropriate behavior to Lead Teacher and Director.
20. Follow COVID-19 protocols and procedures as required.

21. Other duties as assigned by the Director.

Work Remotely

- No

Job Types: Part-time, Contract

Salary: From \$15.00 per hour

Benefits:

- Employee discount
- Paid time off

COVID-19 considerations:

We follow all recommended COVID-19 precautions set forth by the health department; fully vaccinated and masked staff; surfaces regularly cleaned and sanitized; additional ventilation indoors; emphasis on outdoor learning activities.

License/Certification:

- CPR Certification (Preferred)
- Child Development Associate Certification (Preferred)

Work Location: One location