

PRESCHOOL ACADEMY TEACHING ASSISTANT

Position: Part-Time

Reports To: Lead Preschool Classroom Teacher, Foundry Preschool Academy Education Director

Summary: The Preschool Teaching Assistant assists and supports the preschool teacher in planning and developing classroom activities for preschool children, helps to keep a safe environment for the children and updates parents on daily activities at drop-offs or pick-ups, if the teacher is not available.

PRIMARY RESPONSIBILITIES

- Supports the preschool teacher in all aspects of classroom and outdoor activities.
- Prepares materials and classroom equipment for class activities.
- Assimilates arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
- Interacts with children and parents in a positive and supportive manner.
- Serves meals and snacks to students that were prepared in accordance with nutritional guidelines.
- Works with small groups of students or one-on-one with particular students during educational instruction to allow the teacher to focus on other classroom activities.
- Assists in student's toilet needs.
- Assists in monitoring of the entire classroom.
- Performs duties as required to maintain a clean and safe learning environment
- Adheres to the Foundry Preschool Academy directives and policies as instructed by the preschool director.
- Cleans room and toys at the conclusion of school day.
- Performs other duties as assigned by the supervisor(s).

QUALIFICATIONS REQUIRED FOR EMPLOYMENT

- Proof of high school diploma/GED/Commonwealth Child Care Credential (CCCC)
- Complete the National Background Check Program for Kentucky and any out of state background checks
- Provide a TB skin test or health professional statement

JOB RESPONSIBILITIES TO MAINTAIN EMPLOYMENT

- Complete 15 hours of professional development annually and implement what you have learned back into the classroom
- Update TB skin test every two years
- Complete a professional development plan with the director annually
- Complete a staff evaluation with the director annually
- Complete CPR/First Aid certification every two years (if required by director)
- Complete the 1.5 hour Pediatric Abusive Head Trauma Training in the first year of hire
- Complete 6 hours of Orientation in the first 90 days of hire