

Job Title: Early Learning Village (ELV) Assistant Teacher for Preschool

Job Summary

The Preschool Assistant Teacher assists and supports the classroom teacher in providing a safe, stimulating learning environment for children ages three through five years of age. S/he maintains open lines of communication between the Early Learning Village (ELV) and the families. The Preschool Assistant Teacher reports to the Lead Teacher and the Program Director.

General Qualifications, Education and Experience

Required: Must be a growing and connecting Christian who is nourished spiritually on a regular basis and applying biblical teaching. Must be at least 18 years old and meets the qualifications for the Teacher's Assistant position as indicated on the Early Learning Village Salary Scale.

Preferred: One-year experience in Early Childhood Education.

I. General Duties

- a. Follow all policies and procedures as outlined in the Early Learning Village Policy and Procedure Guide (ELVPPG), the Village Church of Gurnee Staff Handbook and the Village Church of Gurnee's Child and Youth Safety Policy.
- b. Carry out program philosophy and program objectives as outlined in the ELVPPG.
- c. Meet all requirements for professional development hours as outlined in the ELVPPG.

II. Teaching and Classroom Practices

- a. Supervise the children at all times by sight and sound.
- b. Observe children closely enough to be aware of any changes in behavior and health and/or developmental concerns.
- c. Prepare classroom snacks under the direction of the teacher and as outlined in the ELVPPG.
- d. Supervise children in daily toileting needs as outlined in the ELVPPG.
- e. Maintain a clean and safe classroom environment according to the standards set forth in the ELVPPG. Quickly wipe up spills to avoid accidents.
- f. Assist the teacher in providing a stimulating, cognitively challenging classroom environment that encourages exploration and experimentation for children of varying ability levels.
- g. Assist the teacher in providing experiences and training to help children develop and practice good health/safety habits.
- h. Promote good hygiene through appropriate hand washing, diapering and sanitation techniques as outlined in the ELVPPG.

i. Understand and use positive behavior management techniques that help each child to develop the ability to be self-disciplined.

j. Assist the teacher in following the classroom's daily schedule.

k. Assist the teacher in executing appropriate learning experiences indoors and outdoors in accordance with the ELV's teaching philosophy, the philosophy of the National Association of the Education of Young Children (NAEYC) and the Illinois Early Learning Standards.

l. Assist the teacher with special events as requested by the lead teacher and the Director i.e. Christmas program, birthday celebrations, end of the year events, etc.

III. Communication

a. Write and speak using Standard English.

b. Interact with children in a respectful manner, valuing and accepting each child and treating him/her with dignity at all times.

c. Interact with colleagues, families and program visitors in a pleasant, professional manner, encouraging positive and cooperative working relationships.

IV. Administrative and Organizational Duties

a. Assist in maintaining common supply areas in a neat orderly fashion, notifying the Program Director or Administrative Assistant of materials that need to be ordered or reordered.

b. Promote the facility's needs for shared-use areas by maintaining the facilities appearance internally and externally.

V. Record Keeping and Parent/Teacher Conferences

a. Assist the teacher in maintaining proper records for each child as outlined in the ELVPPG.

b. Assist the teacher in maintaining a portfolio of work over the course of the school year for each child that documents the following, but not limited to, growth in language, cognitive skills, and creativity to be used during the parent/teacher conference.

c. Be available for parent/teacher conferences, as needed.

VI. Other Duties

a. Notify the Director or Administrative Assistant as soon as possible in the case of absence or tardiness.

b. Attend staff meetings and other scheduled events.

c. Perform all other duties as assigned.

Physical Requirements:

- a. Be able to lift 30 pounds
- b. Be able to bend, stoop or kneel to achieve children's eye level.
- c. Be able to sit on the floor and/or child sized chairs.