

**ST. JAMES LUTHERAN CHURCH AND SCHOOL**  
**Board of Christian Education**

**Position:** Preschool Teacher Assistant

**Accountable to:** The preschool teacher assistant is accountable to their lead teacher and the Principal.

**Purpose:** Preschool teacher assistants will assist the teacher in providing a warm, nurturing, Christ-centered, safe and loving environment where children's faith is nurtured and where self-concepts are enhanced, independence is encouraged and individuality is respected.

**Duties and Responsibilities:**

**As an educational leader at St. James Lutheran Preschool I will:**

1. Assist the classroom teacher in supervision and management of a group of children.
2. Interact with, initiate and encourage children in daily activities.
3. Help children control behavior using a Christ-centered, positive, consistent approach.
4. Help children grow to become independent.
5. Help prepare the learning environment, setting up interest centers and preparing materials.
6. Assist the teacher in record keeping and observations related to children's development, health and behavior.
7. Assist with serving and distribution of snacks.
8. Promote integral learning during snack times.
9. Help with general housekeeping tasks. Sweeping floors, wiping down tables and chairs.
10. Attend to the needs of individual children with sensitivity.
11. Attend required staff meetings and functions of St. James Lutheran School and Preschool.
12. Help build a supportive, caring team.
13. Assist the teacher in other ways as needed including toileting children and helping with accidents.
14. Supervise conscientiously, keeping primary focus on the children.

**Qualifications:**

1. Minimum of high school education or equivalent, with some training in early childhood preferred.
2. Must be able to communicate effectively verbally and in writing.
3. Experience in child care, preschool work or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:
  - a. Working knowledge of developmentally appropriate behaviors for preschool children.
  - b. Relates well with younger children.
  - c. Ability to relate to preschool age children with appropriate vocabulary and mannerisms.
4. Continue to advance professionally through workshops and staff development.

**Physical Requirements:** One needs to have the physical and emotional stamina required for teaching in the classroom.

**Adoption Date:** 4/19/16  
**Reviewed:**

**Revised:**  
**Next Review Date:** 4/19/17