

**Sipe's Orchard Home**  
**Job Description**  
**Preschool Assistant Teacher**

**Purpose**

The Preschool Assistant Teacher aids in managing a classroom environment for 3 and 4 year old preschool children in accordance with Sipe's Orchard Home Policies and Procedures, North Carolina Child Development Rules and Regulations, Department of Sanitation, Fire Marshall's Office and other regulatory agencies.

**Position Requirements**

- North Carolina Early Childhood Credential or currently enrolled
- 6 months verifiable experienced in a licensed childcare setting
- CPR and First Aid Certified (within two months of employment)
- Knowledge in North Carolina Child Development Rules and Regulations
- Knowledge of ECERS (Early Childhood Environmental Rating Scales) or SACERS (School Age Child Environmental Rating Scale)

**Supervision**

- The Preschool Assistant Teacher receives direct supervision for the Director of Early Age Education and limited supervision from the Preschool Lead Teacher.
- The Preschool Assistant Teacher will not supervise others.

**Schedule**

The schedule requires up to 20 hours per week, typically Monday through Friday with the exception of teacher workdays and school breaks that will require 4 hour workdays and/or 20 hour per week. However, there may be instances when travel or meetings occur that interfere with a regular schedule. This position is non-exempt from the Fair Labor Standards Act.

**Job Responsibilities**

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A. General

1. Utilize daily classroom events as opportunities to assist children in developing more appropriate behavior, social skills and coping skills.
2. Assist childcare teacher in development and implementation of a structured classroom environment.
3. Assist in maintaining constant supervision and care of clients.

B. Classroom

1. Supervise classroom routines including toileting and snacks.
2. Work with childcare teacher in maintaining a safe and healthy environment for children.
3. Assist in keeping the classroom organized and arranges appropriately.

4. Ensure materials are available to childcare teachers when needed to carry out activities.
  5. Model acceptable behaviors and utilize behavior management techniques in classroom.
  6. Keep childcare teacher and Director of Early Age Education informed of problems that arise in the classroom.
- C. Relationships with Parents/Legal Guardians
1. Assist childcare teacher in maintaining good communication with parents/legal guardians.
  2. Attend training, workshops, and seminars as required by Director of Early Age Education and childcare requirements.
- D. Team
1. Build good communications and cooperate with other staff to create and maintain a professional atmosphere.
  2. Cooperate with staff members regarding program decisions.
  3. Participate in required staff meetings and staff development as requested by the Director of Early Age Education.
  4. Communicate with staff members regarding children's' issues and parent/legal guardian communications.
  5. Follow through with program decisions, plans, and expectations.
  6. Participate in campus in-service training as requested by the Director of Early Age Education.

### **Professional Development**

The Preschool Assistant Teacher is expected to grow professionally and develop curricular and supervisory skills. In keeping with this expectation, a training budget is provided for the purpose of upgrading skills whereby the Preschool Assistant Teacher may be able to attend select seminars, workshops and professional meetings.

**The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.**