GENERAL DESCRIPTION: To provide a safe, nurturing as well as Christian environment for all children. Supervise, interact and participate with all children, not just the ones you are assigned to.

HOURS: School hours are from 6:30 a.m. to 6:00 p.m. Monday through Friday. Please make sure that if you are unable to report to work that you notify the Administrator prior to shift. This must be a verbal notification and only if a substitute can be secured will you be excused from your shift on that day.

INSTRUCTION:
- Assist the teacher in planning, supervising, and implementing the program for the children in their care in accordance with the policies and philosophy of the school.
- Help to maintain a positive relationship between parents of the students and the school.
- Assist in explaining the classroom routine, having child’s work displayed and greeting parents.
- Assist in maintaining progress records of each child’s growth and development and review with the Teacher.
- Assist in gearing the program to the needs of individual children with concern for their interests, abilities, individual style and pace of learning.
- Supervise bathroom use and appropriate hand washing especially before snack.
- Eat all meals with the children and encourage development of sound nutritional practices.
- The Assistant Teacher will perform the duties of the Teacher in his/her absence. When performing the duties of the Teacher, assistant teacher shall describe the assistant teacher job description to the substitute.
- Assist in preparing daily attendance reports for all children in assigned group and turn them into the office weekly (extended hours) and monthly (classrooms).
- Recognize that the teacher is in charge and assist the teacher in any way needed.

CLASSROOM:
- Assist in the arrangement, appearance, décor and learning environment of the classroom and its learning centers. For purposes of safety, toys not in use shall be put away and broken items shall be brought to the Teachers attention.
- The only children permitted in the classroom will be those children enrolled in school.
- Keep the classroom neat, clean and age appropriate along with assisting the Teacher in changing décor monthly. Classrooms must be completed for church use on Sundays.
- Assist the teacher in changing the classroom bulletin boards monthly. These boards should not be left empty or incomplete. These bulletin boards are used as a “window” into your classroom.
- The classroom and supplies needed for the day are in the classroom 15 minutes prior to class beginning.
- Check soap, paper towels and toilet paper daily and replenish as needed.
- Vacuum carpets daily, clean when soiled.
- Floors swept and mopped daily and when soiled.
• Dishes, cups, silverware and beverage containers cleaned and sanitized daily.
• Counters and sinks cleaned up and wiped down daily.
• Tables cleaned when visibly soiled and sanitized before and after food is served.
• Toilet seats, handles and bathroom sinks cleaned and sanitized daily.
• Empty garbage daily and clean cans when visibly soiled and put liners in cans. Combine bathroom and classroom garbage to conserve liners.
• Make certain all children’s belongings are out of your classroom at end of class.
• At end of class, children need to be escorted to extended hours room and notify teacher of their arrival (sign in on attendance sheet).
• Watch for arrival of school buses and escort those children to the appropriate room. (sign in on attendance sheet and in computers)
• Make certain that the classroom fans, lights, light tables and fish tanks are off and the windows are shut.
• Put binder in computer cabinet, shut and lock cabinet and storage cabinet. Put keys in storage room.
• Spray Lysol, shut and lock your classrooms before exiting the building.
• On Fridays, all classrooms must be clean and ready for church use on Sundays.

SPECIAL EVENTS:
• Assist Teacher in preparing classroom activities for Halloween, Thanksgiving, Christmas, Valentines and Easter.
• Assist the Teacher and Administrator with the Christmas program, Thanksgiving Feast, Easter, children singing in church and Lutheran School Week.
• The Pre-Kindergarten Assistant Teacher shall assist The Pre-Kindergarten Teacher in the graduation program.
• The Assistant shall assist the Teacher in planning an event in May to honor the student’s completion of the school year. This being an end of the year picnic on premises with the dates stated on staff calendar.

TEAMWORK:
• Have the educational background and experience in Early Childhood Education as prescribed by the Ohio Department of Job and Family Services.
• Be able to work cooperatively with the Administrator, and other teachers and assistants.
• Assume an equal share of joint housekeeping responsibilities of the staff, including cleaning toys at appropriate intervals throughout the year.
• Attend staff meetings and functions of the school.
• Take part in professional and spiritual growth activities.
• Participate in recommended training programs, conferences, courses, and other aspects of professional growth, maintaining current knowledge of early child practices.
• Assist in public-relations events sponsored by the school.
• Maintain a professional attitude and loyalty to the school at all times.

By signing below I acknowledge that I have received a copy, read, reviewed, and understand the responsibilities and hours as contained in this position description. I further acknowledge that I am able to fulfill the requirements of this position as outlined herein:

________________________  __________________________
Staff Signature                  Administrator Signature