

# **Crossroads Presbyterian Church**

## **Job Description:**

### **2K Preschool Teacher Assistant**

**General Position Description:** This person is responsible for assisting the Lead Teacher in nurturing the “whole child” in areas of physical, intellectual, emotional, social, and spiritual development. The person must love Jesus Christ and children and have a desire to support the preschool ministry with energy, imagination, and love.

**Number of total hours:** Approximately 12 to 15 hours per week from September through May.

**Reports to:** Lead Teacher and Director of Preschool at Crossroads Christian Preschool

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#### **QUALIFICATIONS**

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##### **PERSONAL QUALITIES:**

- A personal commitment to Jesus Christ
- A sense of call and passion for ministry with preschoolers and their families
- The ability to accept and work with all kinds of people
- Positive and patient demeanor
- Flexible and team-oriented
- A commitment to continued personal and spiritual growth
- Must be at least 18 years of age

##### **REQUIRED SKILLS & EXPERIENCE:**

- High school diploma or GED
- Previous experience in a preschool, childcare, early childhood, or Sunday school class setting is preferred
- EC1 certificate or a degree in early childhood education is required
- EC1 class is a self-study course and can be completed within 6 months from the date of hire
- CPR, First Aid and Shaken Baby certifications or willingness to obtain
- Must be physically able to lift a minimum of 40 pounds, and work indoors or outdoors. Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children
- Ability to team with Preschool Teacher and Administrator
- Strategies and skills in working with 2 to 3-year old children
- Takes direction well from leaders to help implement lesson plans, teaching aids, and classroom activities

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#### **RESPONSIBILITIES**

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- Assist the 2K Lead Teacher in guiding the children in activities designed to promote intellectual, creative, spiritual, and social growth
- Create a fun and safe learning environment
- Maintain the health and safety of all the children
- During the months that the preschool is in operation, the daily working hours for the Assistant are 8:30 a.m. to until 12:00 p.m. on Monday and Wednesday
- During the months that the preschool is in operation, the teacher assistant shall also work on Fridays from 8:30 a.m. to until 12:00 p.m. when there are 5 or more 2K students enrolled in Friday 2K N&S class.
- During the months that the preschool is in operation, to work until 1:30 p.m. on a Monday, Wednesday, and/or Friday when the number of children enrolled in Lunch Bunch requires 2 teachers in the 2K class and when there are enough students enrolled in both classes where the teacher/student ratio requires 4 teachers to stay.
- Keep daily maintenance of the classroom, including but not limited to: taking out the garbage on a daily basis; vacuuming the story rug; sweeping the floors; wiping down the classroom tables, chairs, and sink; cleaning preschool toys; and keeping the check-in counter clear of preschool items by the last preschool day of the week
- Change a child’s diaper when needed and assist the children in the bathroom
- Frequent bending, squatting, and sitting on the floor, as well as indoor and outdoor work time with the children, are required
- Establish and maintain positive relationships with students and parents

- Participate in monthly staff meetings in addition to staff development
- Attend Parent Orientation in the evening hours
- Attend Meet the Teacher Day
- Complete a minimum of 15 hours of continued studies per school year. The teacher will be compensated up to 15 hours for continuing education.
- Perform other duties as required or assigned:
- Meet with the Director once a year for a formal performance review

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### **REPORTING RELATIONSHIP**

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Teacher assistant positions report directly to the Preschool Administrator/Director and Lead Teacher.

I have reviewed this document with the Director of Preschool and understand the job responsibilities of the teacher assistant position.

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Teacher Assistant Signature

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Date