**TRABUCO PRESBYTERIAN CHURCH PRESCHOOL**

POSITION TITLE: Preschool Assistant Teacher

CLASSIFICATION: Non-Exempt; Full-Time; 35-40 hours per week

**Reporting to:** Preschool Director

**Purpose of the Position:** Facilitate a variety of age-appropriate activities, support children’s social / emotional development, and ensure all children are supervised at all times in a healthy and safe environment. TPC Preschool’s Vision is ‘Welcoming all families and building loving relationships in a safe, nurturing, Christ-centered learning environment. Our educational approach supports the unique developmental needs (mind, body, spirit) of each child in order to reach their God-given potential’.

**Essential Functions:**

* Collaborate with co-teacher to execute the day-to-day operation of the classroom including curriculum, restroom, snack/lunch, and playground time.
* Develop and implement age-appropriate curriculum to nurture and stimulate all domains of childhood development.
* Establish and enforce rules for behavior and procedures for maintaining order in the classroom.
* Provide a developmentally appropriate environment that promotes safe, healthy, and free exploration.
* Attend to children’s basic needs including feeding assistance, dressing and toileting if needed.
* Organize and lead activities designed to promote physical, mental, and social development.
* Maintain ongoing and open face-to-face communication with parents/caregivers daily.
* Participate in parent/ teacher conferences.
* Observe and evaluate student performance, behavior, social development and physical health.
* Administer assessments to determine student developmental milestones.
* Attend professional meetings, educational conferences, teacher training workshops and staff meetings in order to maintain and improve professional competence.
* Periodically plan assignments for and supervise volunteers in the classroom.

**Educational Requirements:**

* Minimum of 12 Core semester units in early Childhood Education

**Physical Requirements:**

* Able to lift 40 pounds.

**Required Skills, Knowledge and Experience:**

* **Experience:** Experience in a child care setting preferred.
* **Minimum age**: 18 years.
* **Personal Characteristics**: Be a positive Christian role model to the children, families, and staff.
* **Communicator**: Have strong people skills with children and their parents. Use effective and timely oral and written communication.
* **Effective Team Player**: Ability to work effectively with children, parents, staff members, and community representatives in providing a quality educational environment.

**Benefits**

* Paid Holidays
* Paid Time Off
* Paid Sick Leave
* Life Insurance provided by TPC
* Ability to contribute to 403(b) retirement plan
* Option to purchase Dental and Vision Coverage