



Job Description

Job Title: Substitute

Position Type: Part-time, Hourly

Department: SBC Preschool

Reports to: SBC Preschool Director

Effective Date: March 12, 2025

Job Summary:

The Teacher Assistant supports the Teachers and the Director by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. S/he must be able to communicate, listen and work well with others in a team environment. Assisting the staff in implementing a quality educational program and in developing positive relationships with the children and their parents, the Teacher Assistant observes and documents children's interest and progress, and relays that information back to parents and staff. Teacher Assistants are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the Teacher and the Director.

Duties/Responsibilities:

- Assist in the implementation of curricula activities and encourage participation by children.
- Actively engage in activities; manage cleanliness, order, and availability of classroom materials.
- Support teacher with prep work and in any other appropriate ways.
- Be flexible and able to move from classroom to classroom.
- Supervise the classroom when the teacher is out of the room.
- Helping with the general housekeeping tasks of the school.
- Encourage self-help and good hygiene through behavior modeling.
- Help ensure smooth, daily transition from home to preschool center.
- Follow all center policies and state regulations.
- Use positive guidance strategies to support children's behaviors.
- Maintain personal professional development plan to ensure continuous quality improvement.
- Participates in and completes all staff meetings and professional development activities as required.
- Other duties as assigned.

Required Skills/Abilities:

- Knowledge of early childhood development principles and developmentally appropriate educational practices.
- Enthusiastic personality that will engage preschool children.
- Excellent communication and interpersonal skills with adults and children.
- Ability to collaborate and communicate with teachers, support staff, parents, and students in a positive and constructive way.
- Excellent organizational skills.
- Ability to plan, manage, and execute daily tasks.
- Must clear full background check that meets state requirements.
- Must pass health screening per state requirements.

Education and Experience:

- High school education or equivalent required.
- Minimum of 2 years childcare experience preferred.
- Previous experience as a teacher's assistant preferred.

Physical Requirements:

- Prolonged periods standing and walking throughout the classroom.
- Must be able to lift up to 45 pounds at time.
- Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children and see close up, at a distance, and have peripheral vision and depth perception.

To apply for this position, all applicants should provide the following:

- A completed application
- A minimum of 3 references

All materials should be submitted to preschool@secondbaptistuc.com