



431 S. Arlington Heights Road.
Arlington Heights, IL 60005-1932
Phone: 847-253-4859
faithlutheranpreschool@ymail.com
www.faithlutheran-ah.org

Job Description-Part-Time Preschool Teacher Assistant

Purpose: To assist the teacher in providing a warm, nurturing, Christ-centered, safe and loving environment in which children can grow physically, emotionally, intellectually, and spiritually.

Responsibilities:

- Assists classroom teacher in supervision and management of a group of children.
- Interacts with, initiates and encourages children in daily activities
- Assists teacher in planning learning activities
- Helps children control behavior using a Christ-centered, positive, consistent approach
- Helps children grow to become independent
- Helps prepare the learning environment, set up interest centers, prepares materials
- Assists teacher in record keeping and observation related to children's development, health and behavior
- Assists in serving of snacks
- Promotes integral learning during snack time
- Maintains good communication with parents
- Helps with general housekeeping tasks
- Attends to needs of individual children with sensitivity
- Attends required staff meetings
- Helps build a supportive, caring team
- Assists teacher in other ways as needed

Education/Experience Requirements:

- Associate's degree (60 hours or more) from an accredited college/university with emphasis on Early Childhood Education or child development *preferred but not required*.
- Experience working with young children
- Ability to relate joyfully and sensitively to young children.
- Evidence of security and judgment to handle crisis situations.

Other Requirements:

-Must agree to background check

-Must submit completed DCFS Medical Exam Form which includes tuberculin test or chest x-ray

Hours: Monday-Friday 8:45am-12:15pm

\$12.00/hour

Hours/week: 17.5-19.5 hours (Assistants are assigned 1-2 days/week to assist with Lunch Bunch from 12-1:15pm)

There is also a requirement of 15 hours of Professional Development.