



## ***Riverside Presbyterian Church Teacher Assistant Job Description***

**Summary:** The Teacher Assistants at Riverside Presbyterian Preschool work under the direction of the Teachers at Riverside Presbyterian Preschool and assist with the activities and learning that occurs throughout the preschool day.

### **Responsibilities:**

- Aid the teacher(s) with the work in the classroom ensure a smooth teaching day
- Provide help to the students as requested by the teacher(s)
- Help maintain a neat and orderly classroom
- Help maintain a clean and healthy environment
- Assist with the creation and organization of materials and supplies
- Assist with special events and field trips

### **Qualifications:**

- Minimum of a high school or equivalent certification (GED) with college experience/degree preferred
- Spanish language preferred

### **Requirements for Hiring:**

- A member of the Gateways to Opportunity Registry for the appropriate education and training
- Become a mandated reporter according to the Abuse and Neglected Child Reporting Act [325 ILCS 5/4]
- Have or obtain CPR/First Aid certification
- A physical examination within 6 months of employment
- Tetanus and MMR vaccinations up to date
- A background check and fingerprinting as required by DCFS
- Three written character references

### **Personal Attributes:**

Preschool staff will be expected to possess and demonstrate the following characteristics:

1. Respect for students, parents, fellow team members and community members
2. Flexibility
3. Sound work ethics
4. Consistency and fairness
5. Compassion and understanding
6. Patience

**Workplace Expectations:**

Catch 'Em Being Good is our philosophy. We are dedicated to positive behavior management centering on communication and redirection. All staff adhere to the Preschool Discipline Plan.

Dress professionally, appropriately and comfortably for working closely with children, understanding there will be messy and dirty days.

During your employment you will be entrusted with confidential information. No information should be shared outside the school without express permission of the Director.

Constant, courteous open communication is expected between staff members and staff members with parents.

Safety of children and staff is of the utmost importance. Students will always be visible and under direct supervision. Staff will follow guidelines for health and safety when working with students including universal precautions.

We are a drug-free and smoke-free facility.

**Continuation of Employment:**

Annual performance reviews are provided, and assuming satisfactory performance, a contract and salary is extended for the following year.

Unsatisfactory work will be addressed with a four step process of a conversation, written communication, suspension and termination. A staff member may be suspended for acts that threaten the operation and safety of the students or school.

Fifteen clock hours of training annually are required by DCFS of all staff members. The Assistant Teachers are encouraged to participate in training that best meets their needs with approval from the Director. Training costs are reimbursed by the Preschool.