**Job Description: Teacher’s Assistant**

1. Provide a Christian environment for the children.
2. Daily Duties:
	* During carpool the assistant helps the students in and our of their cars – unbuckling and buckling of car seats is done by the parents. Stay with class till whole class arrives or departs
	* Assist the assigned teacher in any way possible, which may include, but is not necessarily limited to:
3. Implement the daily program for assigned class
4. Decorate the room with bulletin boards, pictures, children’s artwork, and other hangings
5. Prepare a snack and help distribute snack to the class
6. Keep classroom, storage rooms, bathroom, and kitchen neat, clean and orderly
7. Attend at least 2 continuing education seminars/workshops per school year – opportunities to be given to you by director
8. Assume temporary responsibilities of teacher in the absence of the teacher
9. Be familiar with and follow all Preschool policies
10. Report to Director any special needs or problems of individual children
11. Report to Director any cases of suspected child abuse or neglect
12. Attend regular staff planning and evaluation meetings

**Daily Bathroom/Kitchen Duties:**

Each classroom is responsible for cleaning the bathroom on a designated day.

1. Take out the trash
2. Wipe down sink, countertops, and toilet seats
3. Lysol doorknobs and sink fixtures

**Daily Kitchen Duties:**

1. Take out the trash – when full
2. Put snack away and dishes into dishwasher – run dishwasher at 11:30 am
3. Wipe the counters and area around the sink/dishwasher
4. Sweep as necessary