

Job Description

Preschool - Assistant

Qualifications

The assistant shall have at least a minimum of 60 college hours, preferably in the area of education and/or early childhood. The assistant must meet all legal standards as required by the district, state, and Missouri Department of Health & Senior Services Section for Child Care Regulation.

The assistant should possess prior experience in early childhood education and have an understanding of developmentally appropriate practice. He/she must exhibit effective communication skills to build positive relationships with students, staff, and parents.

Position Classification

Support Staff

Fair Labor Standards Act

Non-Exempt

Supervisor

The assistant teacher will report directly to the Preschool Lead Teacher.

Duties

The teacher assistant will:

1. Be informed of rules, policies, and regulations of the school district and follow them as required.
2. Obtain all required continuing education credits as prescribed by the Republic R-III School District; Missouri Department of Health & Senior Services Section for Child Care Regulation and/or Missouri Accreditation.
3. Assist in providing classroom management to ensure a positive learning environment.
4. Assist in providing supervision of students and a safe and orderly classroom.
5. Demonstrate strong interpersonal skills in working with staff members, students, parents, and members of the community.
6. Demonstrate good conduct representative of the school.
7. Maintain all student files, inventory and financial records, student assessment data and accident reports in accordance with the regulations of the district, state, and the Missouri Department of Health & Senior Services Section for Child Care Regulation.
8. Attend school-sponsored and other professional meetings, participate in school-related activities, and pursue professional growth.
9. Handle all confidential information professionally.

REPUBLIC R-III SCHOOL DISTRICT

10. Maintain equipment and facilities in good condition. Report all needed repairs.
11. Be punctual and responsible in attendance.
12. Ensure that all work is done in a professional manner.
13. Demonstrate appropriate preparation for the job.
14. Solve routine problems independently.
15. Accept direction from Lead Teacher.
16. Appropriately supervise students before, during, and after the school day as needed.
17. Perform any other duties as assigned by the Director of Early Childhood.

Revised: July 25, 2019