



Myrtle Grove Christian School

806 Piner Rd.

Wilmington, NC 28409

Preschool Teacher Assistant

Position Title: Preschool Teacher Assistant

Reports to: Preschool Director

Full-time 10-month employee

Qualifications

- Profess a saving faith in Jesus Christ as Lord and Savior and accepts the authority of scriptures as a guide for faith and living
- Model Christian character in speech and actions
- Hold an Associates degree, or higher, in education or similar field of study from an accredited college/university
- The ideal candidate will possess experience assisting in a preschool classroom
- Collaborate successfully with faculty and staff
- Express strong verbal and written communication skills
- Display superior organization and time management skills

Overview of Job Responsibilities

- Assist the teacher in maintaining appropriate and accurate records of the student's attendance, learning progress and performance, and behavior
- Assist the teacher in establishing procedures, standards, and rules for classroom control. Be able to enforce consistently the classroom rules and their implementation
- Reconcile conflicts between students, correct misbehavior, and report major problems to the teacher and administration
- Recognize and attempt to inspire each individual student in desirable performance and behavior
- Treat each child with dignity and respect and require that each child treat staff members and volunteers with dignity and respect
- Maintain the classroom and bathrooms and the physical equipment of the classroom in clean, orderly, and functional condition
- Maintain proper relations with parents and community.

- Attend meetings of the school and programs held outside school hours as directed
- Attend all required staff development meetings
- Perform other duties as may be required by the administration
- Know the procedures for dealing with issues of emergency nature
- Has the duty to respond to minor first aid incidents in accordance with universal precautions
- Assume responsibility for students on field trips and other school functions
- Assist teacher with making copies, running errands, and preparing supplies for the classroom
- Recognize and attempt to inspire each individual student in desirable performance and behavior
- Treat each child with dignity and respect and model these behaviors for students

Physical Requirements:

- Ability to stand and/or walk approximately 75% of the workday
- Speak and hear clearly
- Operate a computer, hand-held learning devices or other technology
- Reach, bend, stoop, twist, and lift/move up to 30 pounds.
- Ability to participate in and supervise students in outdoor situations in different weather conditions