



## Assistant Teacher

### Qualifications

The Assistant Teacher shall be a Christian who is faithful in their church attendance and willing to abide by and support the beliefs of Mount Zion Baptist Church. A basic love for children and a commitment to assisting the teacher are essential. A minimum qualification in education would be a high school diploma. Two years of experience in the field of child care is preferred. An assistant teacher must have the mental and physical ability to properly supervise children in the classroom, on field trips, on the playground or Christian Life Center, and any other areas used during the school day as well as lift children when necessary (to change diapers, administer first aid, loading and unloading children during carpool, etc.)

### Staff Relationship

The assistant teacher is to report to the lead teacher they have been assigned to. In the absence of the lead teacher, the assistant reports to the director.

### Principal Function

To assist the lead teacher in providing a warm and nurturing environment in which the child can grow physically, emotionally, socially and intellectually. To follow the lead teacher's instructions and assist in implementing her daily plans and activities. To follow the lead teacher's plans, maintain the regular classroom schedule and control of the children in the absence of the lead teacher.

### Duties:

1. Attend Parent Night and assist as needed. Sign-up sheets for Parent Night jobs will be available at the MZ Weekday Back to School Teacher Meeting in August.
2. Attend Open House and assist your Lead Teacher as needed.
3. Confer with the teacher as to definite responsibilities and schedules to be carried out.
4. Become well acquainted with every child, aware of their needs, and knowledgeable of their family background and home environment in order to better meet their needs.
5. Cooperate in maintaining a happy atmosphere in which each child may come to know his/her freedom and limitations.
6. Be firm but kind with each child and treat each child consistently in the patterns established by the teacher.
7. Seek to be a helper figure, encouraging children to be independent, not a mother image.
8. Be consistently mindful of the goals of the weekday preschool program and work for daily realization of these goals.
9. Attend staff meetings and school functions if requested to do so.
10. Become acquainted with, and abide by, all policies and regulations of the preschool.
11. Make careful observations and written notations of significant behavior of children for whom you are responsible.
12. Confer with the teacher about observations of children if behavior is significant.
13. **The assistant teacher should never relay information about the children in the class to the parents. All communication with parents, verbal or written, is the lead-teacher's responsibility.**
14. Take advantage of in-service training, workshops, and other educational opportunities for professional growth which are approved and provided by the preschool.
15. Attend CPR classes scheduled by the director or provide a current CPR certification card.
16. Carry out any responsibilities assigned by the teacher or the director.

### **Understand the Terms of Employment**

Each new employee shall have, prior to employment, an introduction to the purpose, history, and philosophy of the program, and a clear understanding of the description of their job and responsibilities. The offer of a position shall be confirmed by negotiating an employment contract which sets forth the position, initial salary, and the date of employment. At the same time of employment the new employee will sign the employment agreement, the original to be kept on file in the director's office and a copy to be given to the employee for their personal records.

Each employee will also be given a teacher handbook that includes a job description, personnel policies, staff regulations and a copy of Mount Zion Baptist Church Child Protection Policies.

### **Age Requirements**

All members of the staff should qualify according to state minimum standards or a minimum of 18 years old.

### **Physical Requirements**

Requirements may include but are not limited to: ability to lift a child from floor to chest, to sit in the floor, go up and down steps, carpool responsibilities, and be able to supervise children by sight and sound.

### **Staff Meetings**

Staff meetings will be called regularly by the director (at least once a month) and at such times when circumstances require that one be called.