

NEW SUMMIT CHARTER ACADEMY

Job Title:	Preschool Teacher Assistant
Reports to:	Preschool Director
Salaried or Hourly:	Hourly
FSLA Status:	Non-exempt
Annual Days:	Varies
Starting Pay:	\$18.00 - \$20.00 per hour

SUMMARY

Creating a flexible preschool program and a class environment favorable to learning and personal growth; establishing effective rapport with students; motivating students to develop skills, attitudes and knowledge needed to provide a good foundation for learning, in accordance with each student's ability; and establishing good relationships with parents and with other staff members. The Teacher will develop young children's cognitive, social and emotional growth in a nurturing environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of duties, responsibilities, frequency, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Comply with the Colorado Rules and Regulations for Large Child Care Centers.
- Assist in planning, coordinating and implementing an age-appropriate classroom curriculum in accordance with the policies and philosophy of the program.
- Partner with and learn from the teachers in your classroom to create a welcoming, engaging classroom space for children to learn, play and grow.
- Use a growth mindset to develop young minds and inspire a love of learning.
- Establish rapport with students and provide a pleasant, safe, and orderly climate conducive to learning.
- Exhibit dependability, good attendance and promptness.
- Help with the general housekeeping tasks.
- Be responsible for the orderly arrangement, appearance, décor and learning environment of the classroom.
- Aid children with their lunch and snack as needed. Sit down with them while they eat.
- Treat individuals with dignity, sensitivity and respect regardless of race, gender, national origin or disability.
- Demonstrate the ability to work as a team with the Director and other staff.
- Establish a positive relationship with all parents, staff and volunteers in an ethical and professional manner.
- Exhibit dependability, good attendance and promptness.
- Help with the general housekeeping tasks.
- Attend all required staff meetings and school events



- ☉ Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- ☉ Establish rapport with students and provides a pleasant, safe, and orderly climate conducive to learning.
- ☉ Actively participate in full implementation of the Unified Improvement Plan.
- ☉ Express an interest in, and knowledge of, children and a concern for their well-being.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Training

- ☉ Have a high school diploma or high school equivalent.
- ☉ Must meet Colorado Office of Early Childhood Teacher Assistant qualifications.
- ☉ Must complete and maintain all required training per the Colorado Office of Early Childhood.

Skills, Knowledge, and Abilities

- ☉ Experience working in early childhood education is preferred, but not required.
- ☉ Must be able to lift up to 35 lbs. in connection with the handling of children for the facilitation of programs, child safety, and potential emergency situations.
- ☉ Provide a recent copy of "Statement of Health" signed by a healthcare professional.
- ☉ Submit and pass a completed fingerprint card and criminal background check.

Supervision and Technical Responsibilities

- ☉ This position does not supervise others
- ☉ This position will report to the Preschool Director

OTHER WORK FACTORS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Work Environment

The noise level in the work environment is usually moderate.

Mental Functions

While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, and negotiate. Occasionally required to copy and compile.

New Summit Charter Academy is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Employee Signature

Date

