



Job Description- Morning Preschool Assistant

Education/Experience Requirements:

- 18 years old or older
- High School diploma or equivalent
- 16 hours of pre-service training
- Must be willing to obtain 24-48 hours (based on experience) of training necessary to develop consistent, stable and supportive relationship with young children and their families and meet minimum standards.

Nature of Work:

- Demonstrate competency, good judgment, and self-control in the presence of children and families and when performing assigned responsibilities.
- Relate to children and parents with courtesy, respect, acceptance, and patience.
- Recognize and respect the uniqueness and potential of all children, their families, and their cultures.
- Ensure that no child is abused, neglected or exploited while in the care of Faith Academy.
- Report suspected abuse, neglect, and exploitation to the Director and to CPS.
- Provide instructional reinforcement to children in and out of the classroom setting.
- Assist the Director and Lead Teachers as needed.

Job Requirements/Duties:

- Arrive prior to start time to wash hands, use the restroom, and debrief with acting director on site for daily instructions.
- Monitor morning assistant in prep of bleach bottles, playground inspection, getting out morning activities, free time, and morning routine.
- During free/down time assist with janitorial duties including dusting or sanitizing toys/equipment at Faith Academy. See cleaning chart for those once a week cleanly items. Re stock diaper cubbies in the bathrooms.
- Interact routinely with children and families in a positive manner. This includes greeting each family while they are at the Facility and interacting the children throughout the day.
- Ensure that all belongings (lunch boxes, sippys, bottles, drinks, etc) in the frig are marked with child's first name and last initial.
- Know how many and which children are in your care at all times. Ensure that roll call lists are complete (each child had been signed in and accounted for when leaving an area) and on person at all times.
- Assist in the preparation, serving, and supervision of meals and snack times. Wash tables with three step process, wash dishes, and vacuum with cordless vacuum under the tables after each meal present for
- Ensure that each child in a diaper has potty time at least every hour- 8am, 9am, 10am, 11am and 12noon. Record potty time of the bathroom clipboard and on cuddle grams in the classrooms. Notify the teachers of any concerns ie redness, diarrhea etc.
- At 8:00 take over classroom duties for your assigned group until core teacher arrives.
- Ensure continuity of care for children by sharing information with other caregivers.- Update the core teacher for your group on any marks the child came in with, anything that happened since arriving at school, any concerns the parents expressed that morning etc. Update the teacher note board in the teacher room before the end of your shift.
- After core teachers have arrived- Assist in Infant and Toddler rooms as needed.
- Know and comply with minimum standards and Faith Academy Policy.

- Ensure the children are behaving in an appropriate behavior according to minimum standards, Faith Academy policy, and classroom rules. This includes assisting with disciplines and guidance.
- Assist in fostering developmentally appropriate independence in children. I.E. having them assist with potty time, picking up after themselves at meal time, etc.
- Foster a cooperative rather than a competitive atmosphere. Encourage students to use their words. Show them how to work through things.
- Show appreciation of children's efforts and accomplishments. Focus on the positive. Make a big deal out of their accomplishments-big or small.
- Demonstrate full range of motion. Teachers and assistants are required to participate in floor time with their students on a daily basis. Employees must be able to get up and down off the floor several times a day to interact with the students. This includes bending, stretches, jumping, and dancing with the students as called for in curriculum and free time.
- Should be able to lift at least 50 lbs. at least 20 times a day.
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements.



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Receipt and Acknowledgment

ACKNOWLEDGEMENT OF UNDERSTANDING: I have read and understand the information presented in the job description provided above. I understand the duties and responsibilities outlined in this description and agree to abide by them during my employment with Faith Academy. I understand it is my responsibility to act in the best interest of the company.

Employee signature

Date

*Note: please keep a copy of this acknowledgment for your records.