



### **Teacher/Teacher Assistant – Job Description**

The teacher at Brook Church Community will provide opportunities for preschool children to learn and mature in an atmosphere of Christian love. She/he is responsible for the care and education of the children in her class. She/he will develop and implement, with the teacher assistants, a curriculum which provides all areas of development of the child i.e. intellectual, spiritual, physical, social and emotional. She/he along with the assistant will ensure a well-run program which is responsive to all needs of the children collectively, while being aware that each child develops at a different pace. The teacher/assistant will work closely with Center Director and for the implementation of mutually determined goals and objectives for nCourage Kids.

### **Responsibilities:**

1. Provide an integrated curriculum that meets the needs of all children.
2. Integrate spiritual elements throughout the curriculum which provide a foundation of Christian beliefs basic to children.
3. Provide experiences that promote language and literacy competency.
4. Provide activities for the development of number concepts.
5. Use indoor and outdoor equipment and materials that promote each child's physical development.
6. Maintain a healthy and safe environment.
7. Provide and plan experiences that develop positive self-esteem and social skills.
8. Be aware of cultural differences and plan activities diverse to the class.
9. Encourage each child to be independent while communicating at their developmental level.
10. Encourage positive conflict resolution skills.
11. Evaluates his or her assistant annually and makes recommendations to Center Director

### **Additional Responsibilities:**

1. Communicates regularly with parents, daily, monthly and through parent-teacher conferences.
2. Assesses each child's needs on an ongoing basis, and keep parents aware of their child's progress relative to his/her individual development.
3. Attempt to offer alternative plans and support to families whose child is experiencing specific developmental delays.
4. Encourages parents to participate in classroom activities in a variety of ways.
5. Work with and assist other employees as needed on an on-going basis. Be a role model to other staff.
6. Abide by all the policies and procedures of nCourage Kids.



### **Minimum Requirements:**

1. Bachelor's degree, preferably in Elementary Education, or a minimum of 2 years teaching experience in a licensed preschool facility.
2. Loving Christian attitude.
3. Emotional maturity and stability.
4. Physical stamina.
2. Sensitivity to children's individual needs.
3. Ability to use positive and appropriate discipline.
4. Dependability.
5. Attends staff meetings, workshops and in-service training by the school, in order to obtain required annual training hours
6. Demonstrate high personal integrity.

### **Teacher Assistant**

The teaching assistant must be able to assist the teacher for the successful delivery of all the teacher's responsibilities including but not limited to:

1. Assist the teacher in curriculum planning when applicable
2. Assist the teacher in implementing hands on activities that develop positive self-esteem and social skills.
3. Assist the teacher in implementing cultural diverse experiences.
4. Assist the teacher in providing creative activities and experiences.
5. Attends staff meetings, workshops and in-service training by the school in order to obtain required annual training hours
6. Abides by all the policies and procedures of nCourage Kids.

### **Requirements:**

All requirements of the teaching position pertain to the teaching assistant as well.

### **Limits of Authority:**

Teachers and Teacher Assistants have the authority to change a room arrangement, discipline a child, discuss the child's development with parents, conduct birthday parties, alter daily activities (within limits).

Teachers/Teacher Assistants may take action but inform the Center Director of:

- Inform parents of a sick child
- Leave the building
- Change the curriculum
- Change shift hours
- Refer a parent to an outside resource