

Position Title: Presbyterian Church of the Master (PCOM) Preschool Assistant Teacher
Reports To: Director of Childhood Education Classification:
Non-Exempt Category: Part time, 8:00am- noon, Monday through Friday (5 days a week)
August 23, 2021- June 10, 2022, compensation \$15.00 per hour.

Summary: Under the administration of the Director of Childhood Education and supervision of the Preschool Teacher, a Preschool Assistant Teacher is responsible for the supervision and supportive management of a classroom in accordance with the philosophy, goals and curricular plan of PCOM Preschool. A Preschool Assistant Teacher is responsible for assisting in development of monthly lesson plans, implementing activities on a daily basis including evaluating the effectiveness of activities, helping to create and maintain a classroom culture of health and safety, both physical and emotional, maintaining regular communication with supervisors and contributing to the overall effective operation of the child development program. We are a Christ based preschool.

Major Duties and Responsibilities:

- Assist with lesson planning
- Assist with classroom schedule and room arrangement consistent with ERS (Environment Rating Scales)
- Identify barriers to learning and report to Teacher
- Maintain positive relationships with families, allowing Teacher to address concerns to parents;
- Promote feelings of trust and security in the program
- Assist in completion of timely, neat, accurate documentation of assessments, screenings, attendance, inventory, temperature logs and other documentation that may be necessary for quality services
- Keep classroom and hallway bulletin boards looking fresh and inviting
- Simple daily housecleaning duties in each classroom
- Knowledge of Brightwheel Administration system or a willingness to learn
- Understand and apply mission statement
- Greet participants and guests warmly and enthusiastically each day
- Maintain safe, clean environment, teaching and modeling good hygiene skills
- Assist in implementation and planning of program events
- Assist with playground set up and break down daily
- Attend all staff meetings and trainings scheduled
- Maintain confidentiality regarding all personal information regarding children, families and staff
- Maintain a working knowledge of significant developments and trends in education and
Perform other duties as assigned.

Skills:

- Strong interpersonal skills including ability to work and communicate effectively and collaboratively with a diverse population
- Ability to work cooperatively with other staff members, to accept supervision and to help promote a positive environment

- Excellent verbal communication skills, including clear speech enunciation, and accurate spoken English grammar that can serve as a good model for children who are developing their language skills
- Strong oral and written communication skills, including ability to present to groups and individuals about the organization's mission
- Warm nurturing attitude, friendly, inviting, self-motivated, even-tempered and adaptable
- Ability to demonstrate and teach Christ-based behaviors
- Solid computer skills, ability to manage, report data accurately and efficiently. Knowledge and use of video and photo apps.

Special Requirements

- Minimum of 12 semester units ECE/CD (Child, Family & Community, Child Growth & Development and curriculum), minimum GPA of 3.0 (transcripts requested). Meet all Title 22 Requirement. Must be 18 year or older
- 1 year experience in child care setting preferred
- Ability to maintain current CPR and 1st Aid certifications
- Compliant with all Title 22 Regulations and requirements
- Ability to pass Criminal Record Background Clearance with no exemptions
- Maintain good physical health with the ability to perform job duties, lift 50 pounds, move quickly, bend, squat, kneel, sit on floor, reach overhead and professional growth and development (attend conferences, workshops, take courses) each year.

Please send your resume to pcompreschooljobposting@mypcom.com