



Hope Lutheran School
Seattle, Washington
Preschool Assistant Teacher Job Description

Job Summary:

The full-time preschool/prekindergarten assistant will assist the lead teacher in a class of up to 16 students in a play-based learning environment. The position hours are typically Monday through Friday approximately 8:30 AM to 5:30 PM.

Qualifications:

- 1) Prefer at least 1 year of experience in childcare or daycare
- 2) Be able to relate well to young children and adults
- 3) Assist lead teacher in planning, supervising, and implementing the program in accordance with preschool and school policies
- 4) Able and willing to work cooperatively with other teachers and assistants
- 5) Prefer Christian by faith and example
- 6) Willing to complete 30 hours of basic STARS training within 6 months of hire, and 10 hours of Continuing Ed each year

Job Responsibilities:

- 1) Assist in teaching preschool students by using a creative curriculum and play-based approach with learning centers.
- 2) Accept direction and collaborate with lead teacher as needed to implement daily program.
- 3) Consider and provide for the needs of the individual child in relationship to cultural and socio-economic background, emotional and physical handicaps, and individual style and pace of learning. Treat each person with dignity and respect.

Communication:

- 1) Communicate clearly and often with parents about activities and events of the day.

Health and Safety:

- 1) Conduct disaster and fire drills with the school.
- 2) Be responsible for the order and cleanliness of the classroom.
- 3) Provide care and protection for the children.
- 4) Assist in making daily observations of the health of the children, reporting conditions which require attention.
- 5) Be familiar with and maintain State rules and regulations in the Extended Care room.

Personnel:

- 1) Be aware of and comply with all personnel policies.
- 2) Attend scheduled staff meetings; attend conferences and in-service training as requested.