



Title:	Pre-Kindergarten Teacher Assistant/NC-Pre-K
Reports to:	Kindergarten Teacher/Principal
Terms of employment:	10 Months
Salary:	State Salary
FLSA Exempt/Non-Exempt:	Non-Exempt

Nature of Work

Under general supervision, the employee performs a variety of technical and clerical tasks in assisting a teacher. Employee may perform a wide range of tasks in order to support the efforts of the lead teacher, meet the needs of all students, and ensure the provision of quality instruction for all students. Employee provides one-on-one assistance with academics and behavioral problems and may lead small group activities. Employee assists lead teacher with general housekeeping and clerical duties.

Qualifications and Licensure

- Associate's Degree or higher in an Early Childhood Related Field, required
- Must be 18 years of age
- Child Development Associate credential, preferred
- Work experience in an early childhood setting, preferred

Duties and Responsibilities

- Assists teachers with executing instruction and evaluating its effectiveness.
- Participates in daily and long-range lesson and activity planning.
- Monitors the safety and well-being of students; monitors students attitudes and encourages self-esteem; assists students with becoming increasingly independent.
- Conducts learning exercises with small groups of children.
- Guides children in working and playing harmoniously with other children.
- Alerts the teacher to the special needs of individual children.
- Provides escort and assistance to children as necessary.
- Helps maintain individual records for each child.
- Fosters good eating habits and table manners in children.
- Assists teachers in maintaining neat work and study areas.
- Assists with the supervision of children during regular play periods.
- Collects and displays suitable material for educational display.
- Operates office machines and classroom tools such as computers, etc.
- Knowledgeable of current Pre-K issues by attending staff development and reading current literature/publications.
- Assists with the screening process of students for possible Pre-K participation/enrollment.
- Accompanies and assists teachers on home visits.
- Performs other duties as assigned by the supervisor.

Physical Requirements (if applicable)

- Must be able to use a variety of equipment and classroom tools such as computers, copiers, typewriters, calculators, pencils, scissors, and equipment for children with special needs, etc.

- Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Due to the amount of time spent standing and/or walking, physical requirements are consistent with those for light work.

Special Requirements (if applicable)

- General knowledge of daily routines of the classroom.
- General knowledge of student handbook rules.
- General knowledge of procedures to follow in the event of an emergency
- General knowledge of the principles of organization and administration.
- Some knowledge of the curriculum for the grade.
- Possess excellent communication skills, both written and oral.
- Must be willing and able to learn new skills.
- Must be patient and kind showing respect for all students regardless of abilities and needs.
- Must be dependable and prompt.
- Ability to constantly monitor the safety and well-being of students, particularly when a student is participating in an inclusive activity.
- Ability to display calmness, patience, and firmness in managing problem behavior.
- Ability to accept and follow the direction of the teacher as well as being a self-starter.
- Ability to motivate students.
- Ability to maintain a clean and orderly environment.
- Ability to perform general clerical duties.
- Ability to maintain order and discipline in a classroom.
- Ability to operate common office machines.
- Ability to maintain basic files and records.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees of this job.