

Ark Angels Preschool and OSCE
Substitute Assistant Teacher Job Description

Assist the classroom teacher before, during and after class as determined.
Professionally assist classroom teacher with specific responsibilities as assigned.

- Report to the principal or preschool director upon arrival.
- Meet with the classroom staff before class begins to learn of specific responsibilities during the school day.
- Maintain the established routines and procedures of the preschool classroom to which assigned.
- Encourage and monitor student activities and interactions.
- Interact in a professional manner with students and teachers.
- Maintain student confidentiality.
- Participate and guide children in all the activities including circle time, discovery time, music, Spanish, Chapel, and recess as needed.
- Help maintain classroom cleanliness and cleaning duties.
- Be aware of preschool discipline policy and guide students as necessary.
- Follow all policies, rules and procedures to which teachers are subject and which good teaching practice dictates.
- An understanding and belief in our Mission Statement: *That all May Know Christ's Love*

Education and Experience Required

- High School Diploma or GED
- An interest in pursuing an Early Childhood Education Degree or experience and training with preschool/elementary children.
- A willingness to learn and follow Developmentally Appropriate Practices.
- A Professional attitude of giving children the most positive educational experience each day.
- Current background check on file with the school.