

GREER FIRST PRESCHOOL

Teacher's Aide

Assist with the teaching instruction and caring of preschoolers, including making decisions and solving problems for their care under the Lead Teacher's supervision.

- Attend professional meetings and complete the required 15 hours of training mandated by the preschool and DSS certification.
- Help with drop off and pick up.
- Supervise preschoolers in classrooms, halls, playgrounds and Gym.
- Assist preschoolers individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts through classroom instruction and activities.
- Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and placing items in designated area and/or cubby.
- Assist instruction to children in health and personal habits, such as eating, resting, and toilet habits.
- Serve lunches and snacks in accordance with facility guidelines.
- Instruct and monitor preschoolers in the use and care of classroom materials and equipment.
- Discipline children in a positive Christ-like way and in keeping with our policies.
- Recommend or initiate other measures to guide behavior such as social interaction and caring for own clothing and picking up toys and books.
- Be able to fill in for the Lead Teacher if they are absent or out of the room.
- Abide and follow all DSS/DHEC policies and guidelines.
- Abide and follow all Greer First Baptist and Greer First Preschool policies and guidelines.
- Maintain positive attitude.
- Treat all children with kindness and speak in a kind tone.

Establish and Maintain Interpersonal Relationships

- Teamwork
- Considerate of others and their workload
- Encouraging
- Avoid Gossip
- Maintain professional appearance and attitude/behavior

Communicate with Supervisors, Peers, Subordinates and/or Parents

- Discuss assigned duties with classroom Lead Teacher to coordinate instructional efforts.

- Assist the Lead Teacher to communicate with children’s parents or guardians about daily activities, behaviors, and related issues, supporting and submitting to the Lead Teacher’s recommendations in all areas of communication.

Perform General Physical Activities

- Maintain a safe play environment.
- Sanitize toys and play equipment.
- Organize and store toys and materials to ensure order in activity areas.

Think Creatively

- Assist Lead Teacher to engage children in activities that promote intellectual development as well emotional and physical development.
- Assist Lead Teacher to incorporate biblical foundations into educational, emotional, and physical activities throughout each day.

Document/Record Information

- Keep records on individual children, including daily observation and information about activities, meals served, and medications administered.
- Observe and monitor children’s play activities.

Required Skills

- Attentive Monitor—Monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Service Oriented—Actively look for ways to help people.
- Good Communicator—Speak to others to convey information effectively along with the ability to listen to and understand information and ideas presented through spoken words and sentences.
- Social Perceptiveness—Being aware of others’ reactions and understanding why they react as they do.
- Effective Instructor—Teaching preschoolers “how to.”
- Flexibility

Additional Required Abilities

- Problem Sensitivity—The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Comprehension—The ability to read and understand information and ideas presented in writing.
- Expression—The ability to communicate information and ideas in writing so others will understand.

Commitment to our mission to be the hands and feet of Jesus each day.