



Classroom Assistant's Duties and Responsibilities

Professional Qualifications:

- Has at least a Child Development Assistant certification or can obtain the certification within 6 months of employment
- Training beyond secondary education is preferred, specifically in early childhood or elementary education.
- Holds a current certificate for First Aid and CPR training, or is willing to complete before working with children
- is able to obtain a criminal record check including a vulnerable sector search, a child welfare check and fill out necessary Bethel Community Church children's ministry applications within 8 weeks of job commencement.

Spiritual Qualifications:

- is an active member of a Christian church
- leads a life of faith by word and example

Accountability:

The classroom assistant is directly responsible to the classroom teacher in matters of classroom routines, discipline, program content and methodology.

Since the classroom assistant is a member of the Bethel Community Church staff, confidentiality of all church and preschool matters is required. The classroom assistant, like any other staff member, will be supportive of all staff in the preschool and in the larger community.

Responsibilities:

- Assist the preschool teacher in setting up and cleaning up of the classroom each day.
- Follows the WillowWood Preschool Discipline Policy
- Assist with the preparation and organization of student materials.
- Work with students individually or in small groups.
- Confer as needed with the preschool teacher regarding the needs of the students.
- Assist with the supervision of the children throughout the day.
- Assist with the planning and implementation of special events (eg. Christmas, Easter)
- Other duties relevant to the preschool as assigned.

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