

# PRESCHOOL ASSISTANT TEACHER

**PAY: \$16.50 HOURLY, FULL TIME WITH BENEFITS**

## **POSITION SUMMARY**

Guadalupe School is composed of innovative, dynamic, and professional faculty members. The Preschool Teacher Assistant is a faculty member whose main priority is assisting the Preschool Lead Teacher and instructing students based on Utah's Early Childhood Core Standard, Preschool Essential Skills, developmentally appropriate curriculum, and requirements of Guadalupe School's mission, goal, and objectives. Preschool Teacher Assistant are part of the larger Guadalupe School agency, and therefore are expected to follow the requirements of Guadalupe School's mission, goal, and objectives when interacting with students, parents, staff, and the community.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

**1. Work cooperatively with the classroom teachers to implement a developmentally appropriate curriculum for the students.**

- Work closely with the Preschool Lead Teacher who act as the immediate supervisors.
- Be able to take direction from the teacher as to curriculum instruction, including preparation of learning materials, presentation of whole group instruction, running small groups and learning centers, and assessments.
- Demonstrate knowledge and use of the curriculum chosen by Guadalupe School.
- Demonstrate use of technology, both as a learning tool and to manage classroom activities.
- Be able to manage groups of students, whether in whole classroom groups, small groups, pairs, or individually. This management also extends beyond the classroom for recess duty, lunchroom, assemblies, and through transitions, etc.
- Participate actively in collaborative meetings between teachers to help craft instruction plans and implementation strategies.
- Stay alert to students' engagement levels, on task participation, and possible confusion or frustration and be ready to assist students when appropriate.
- Perform computer tasks as directed by the Preschool Lead Teacher, including grade books and attendance in Aspire, word processing, PowerPoint presentation, and Excel data entry.

**2. Work in a team setting with all Guadalupe School staff to maintain a positive daily routine in the classroom, cafeteria, on field trips, and on the playground.**

- Create a learning atmosphere that is respectful to teacher/student interactions.
- Be able to manage groups of students in the classroom and outside during recess duty, lunchroom, assemblies, transition between specials classes, etc.
- Cooperate with the classroom teacher and with other paraprofessionals and teachers.
- Maintain the Guadalupe School behavior management plan anywhere the class might go, including field trips or other off-site events.

**3. Assist students in achieving their individualized learning goals and objectives.**

- Assist the teacher in the creation and implementation of students' individualized learning plans.
- Conduct learning as directed by the teacher in a whole class environment, small group, or one on one.
- Assist in assessment.
- Guide and support specific students as directed by the Preschool Lead Teacher.

**4. Support and enhance the work of Guadalupe School's mission.**

- Demonstrate a commitment to learning new curricula, as well as to propose improvements.
- Demonstrate the ability and willingness to work with volunteers and parents.
- Attend and participate in training sessions and professional development.
- Support school wide events as necessary.

**5. Demonstrate professional practices and responsibilities.**

- Demonstrate the ability to treat colleagues, parents, and students with respect and honest communication.
- Demonstrate willingness to collaborate with faculty and parents to creatively solve problems and make innovative decisions that will benefit the student and the school.

- Demonstrate willingness to reflect on your own teaching, assessing your effectiveness and developing a variety of teaching techniques.
- Demonstrate willingness to collaborate with other agency staff to creatively solve problems and make innovative decisions that will benefit Guadalupe School.
- Follow all of Guadalupe School's policies and procedures.

## **6. Personal Characteristics**

- Use appropriate work related behavior, dress, and attitude toward fellow professionals.
- Establish and maintain appropriate professional relationships with students and families.
- Adhere to required confidentiality practices.
- Monitor and manage a healthy balance between personal and professional responsibilities.
- Demonstrate dependability, regular attendance, consistent punctuality, efficient management of work schedule.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Personal ability to be sensitive, non-judgmental, and caring toward adults and children.
- Ability to communicate effectively orally and in written form with adults and children.
- Ability to work independently and in a team setting and to organize time effectively and productively.
- Ability to operate basic office and classroom equipment (computer, printer, projector, SmartBoard, copier, phone, etc.).
- Willingness to learn and stay knowledgeable in current educational practices. Attend ongoing in-service training and professional development.
- Ability to problem-solve issues individually and in a group.
- Hold a CDA or earn one by end of the first year of employment.

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