

Contact Name

Barbara Traweek

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Job Title

Afternoon Assistant Preschool Teacher

Type a job description**JOB DESCRIPTION****ASSISTANT TEACHER**

Duties and responsibilities:

Responsibilities include, but are not limited to:

1. Providing the children with a safe, loving and nurturing environment.
2. Interacting with children and encouraging their involvement in activities.
3. Meeting the children's needs in all areas – physical, emotional, social and intellectual.
4. Assisting in the development of weekly lesson plans with the Lead Teacher and helping prepare the materials needed for the activities.
5. Assisting in the planning and executing of daily activities in science, math and multicultural experiences.
6. Assisting in the planning and executing of daily art, music, and language development and motor development.
7. Carrying out appropriate and positive discipline as established by the Lead Teacher.
8. Helping to build a supportive team.
9. Maintaining a room arrangement that is safe, inviting, interesting and stimulating.
10. Being sensitive and responsive to parents and acting as a resource person for them.
11. Attending all staff meetings and recommended training programs.
12. Attending Open House and required number of PTO meetings.
13. Keeping current with developments in the profession.
14. Assisting in record keeping.
15. Helping maintain common areas of the preschool (kitchen, playgrounds, supply closets, etc.)

Type Employee Qualifications

Preferred applicants must be 19 or older with experience working with children in a preschool setting.