

# **Pilgrim Lutheran Pre-School Teaching Assistant—Job Description**

July 12, 2016

## **GENERAL SUMMARY:**

Pilgrim Lutheran Pre-School Teachers are responsible for planning, organizing and implementing an appropriate instructional program in a Christ-Centered learning environment that guides and encourages students to develop and fulfill their academic, social and spiritual potential.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Content and pedagogical knowledge in assigned subject/area
2. Knowledge of relevant technology
3. Critical thinking and problem solving skills
4. Verbal and written communication skills
5. Decision making skills
6. Organization and planning skills
7. Ability to tolerate high levels of stress
8. Ability to be flexible and adaptive
9. Ability to take initiative
10. Ability to record and report daily written records
11. Ability to pay attention to detail
12. Ability to utilize classroom instruction techniques designed to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals
13. Ability to work effectively and collaboratively with other teachers, administrators, and staff
14. Ability to work independently
15. Ability to learn new tasks quickly
16. Ability to model Christ to students, parents, co-workers and community.

## **DUTIES AND RESPONSIBILITIES:**

1. Plan, prepare and deliver instructional activities that facilitate active learning experiences

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2. Develop schemes of work and lesson plans
3. Establish and communicate clear objectives for all learning activities
4. Prepare classroom for class activities
5. Provide a variety of learning materials and resources for use in educational activities
6. Identify and select different instructional resources and methods to meet students' varying needs
7. Instruct and monitor students in the use of learning materials and equipment
8. Use relevant technology to support instruction
9. Observe and evaluate student's performance and development
10. Teach and present age-appropriate Christian concepts and teachings to the students.
11. Provide appropriate feedback on work
12. Encourage and monitor the progress of individual students
13. Maintain accurate and complete records of students' progress and development
14. Update all necessary records accurately and completely as required by laws, policies and regulations
15. Prepare required reports on students and activities
16. Manage student behavior in the classroom by establishing and enforcing rules and procedures
17. Maintain discipline in accordance with the rules and disciplinary systems of the school
18. Apply appropriate disciplinary measures where necessary
19. Perform certain duties including but not limited to student support, counseling students with academic problems and providing student encouragement
20. Participate in extracurricular activities such as social activities, church services where students participate, open houses and the like.
21. Participate in department and school meetings, parent meetings
22. Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs

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- 23. Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities
- 24. Perform other duties as assigned

## EDUCATION AND/OR EXPERIENCE:

	Education	Coursework in Early Childhood Education, Child Development, or a Child-Related Field	Hours of Experience
(a)	Bachelor’s degree or higher in early childhood education, child development, or a child-related field		
(b)	Associate’s degree or higher in early childhood education or child development		
(c)	Montessori credential with →		480 hours
(d)	Valid child development associate credential with →		480 hours
(e)	High school diploma/ GED with →	12 semester hours with	960 hours
(f)	High school diploma/ GED with A combination of:	12 semester hours and/or 18 CEUs to equal 180 clock hours with	1,920 hours
(g)	High school diploma/ GED with A combination of	6 semester hours and/or 9 CEUs to equal 90 clock hours with	3,840 hours

### Statutory Requirements

1. Must be at least 19 years of age at the start date of employment.
2. Ability to become CPR and Basic First Aid Certification.
3. Maintain ongoing certification through professional development
4. Must provide documentation DHS Central Registry Clearance
5. Must have a criminal history check through Internet Criminal History Tool [ICHAT]
6. Other State regulations as they become necessary