

Myers Park Presbyterian Church

JOB DESCRIPTION

ASSISTANT TEACHER/FLOATER/SUBSTITUTE – HALF-DAY PROGRAM

Department: Administration
Reports To: Weekday School Half-Day Director
FLSA Status: PT/Non-Exempt
Revised Date: June 2022
Group: 4

POSITION SUMMARY:

This position will be responsible for implementation of age-appropriate curriculum.

QUALIFICATIONS:

NC Credentials I and II or a related field preferred and a high school diploma

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the lead teacher in the implementation of the weekly plan of activities
- Work with the lead teacher in maintaining a safe and nurturing environment for the children
- Assist the lead teacher in maintaining good communication with the parents
- Have a working knowledge of the North Carolina Child Care rules and regulations, 5 star and NAEYC
- Keep the lead teacher and Director informed of problems that arise
- Assist with keeping the room(s) and hallway(s) maintained and well organized
- Cooperate with other staff at the School to create a professional environment
- Assist with maintaining visual supervision of the children
- Assist with maintaining records
- Move through the School efficiently serving as staff relief where needed in all areas of school programming
- Assist with morning and afternoon carpool
- Attend assigned training, staff meetings, and continuing education opportunities
- Other duties as assigned by the Half-Day Program Director

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent communication skills and the ability to work both independently and collaboratively within a team and maintain positive working relationships
- Ability to effectively communicate through spoken, written, and electronic means
- Ability to use Microsoft Office and the internet
- Ability to maintain confidentiality
- Previous experience with preschool children and ability to relate well to young children
- Ability to use good judgment in crisis situations
- Sensitivity to children's individual needs
- Personal qualities of integrity, credibility, and a commitment to MPPC's mission

PHYSICAL AND MENTAL REQUIREMENTS:

- Physical requirements include but may not be limited to: standing, sitting, bending, squatting, stooping, walking, and lifting up to 50 pounds
- Mental requirements include but may not be limited to: general math functions, reading, advanced reasoning, and advanced speaking ability

WORK ENVIRONMENT:

- The employee is frequently required to be mobile throughout the building.
- The noise level in the work environment is moderate.