

**Central Christian Academy Preschool  
Teacher Assistant**

**Job Title:** Teacher Assistant

**Reports to:** Lead Teacher and Director

**Employee Profile:**

- Committed to Jesus Christ as Lord and to Christian schooling
- Has a conviction of God's calling to leadership in Christian school ministry
- Demonstrates a daily, personal, Spirit-led walk with Christ
- Attends church regularly with a congregation that has a statement of faith consistent with Central Christian Academy Preschool's Statement of Faith
- Demonstrates, by example, the importance of the Scripture in the daily life of a believer
- Agrees and supports the CCAP Statement of Faith and employee lifestyle statement
- Model servant leadership and has the ability to build relationships and effective teams, lead and development others, and drive results aligned to the school mission
- Demonstrates a spirit of dedication, commitment, flexibility, and responsiveness
- Listens to and responds to counsel
- Commitment to ongoing professional learning

**Role:** The Teacher Assistant will be responsible for assisting with the management of the classroom. They will educate preschool age children in a Christ-centered and biblically-oriented environment.

**Responsibilities:**

**Classroom Management**

- Supervise the children at all times never leaving them unattended
- Responsible for keeping the classroom organized, clean, and properly equipped, warm and inviting and appropriate for children
- Be on-time, clock in/out daily and be prepared for the day
- Ensure that each child is acknowledged as they arrive and depart
- Be available to the children meeting the individual needs taking into consideration their level of development, cultural backgrounds, possible handicaps and learning styles
- Keep sensitive information regarding the children or their families in strict confidence
- Implement school policies and goals within the classroom and support our governing church and any subsequent ministries
- Attend all staff meetings, in-service training (16 clock hours per year), devotions, and school-wide programs
- Monitor the classroom and help children solve problems that arise
- Assist with discipline without harshness as prescribed by the school and the Lead Teacher in a positive manner and with an attitude of mutual respect and shared responsibility
- Encourage, support, assist and effectively communicate with other staff members

- Trained in basic First Aid, CPR, Signs and Symptoms of Childhood Illnesses, Intro to Child Development, Child Abuse or Neglect
- Assist Lead Teacher with field trips, Spring Program and class parties
- Review list of duties and expectations with Lead Teacher
- Conduct Lead teacher duties in the classroom during Lead Teacher absences
- You will be required to attend and participate in all CCAP functions

#### **Education, Certification, and Experience Requirements:**

- CDA or equivalent, or college coursework in early childhood education above state minimum requirements or state teacher assistant credential or professional growth plan
- Energetic and confident, with a proven track record as a flexible, highly collaborative individual with strong interpersonal, verbal, written, and presentation skills
- Ideal candidates will have a positive, approachable demeanor

#### **Working Conditions:**

- Primarily classroom environment with the ability to engage in the community as required

#### **Physical Requirements:**

- The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, carry, or lowered for a duration of time. Ability to lift 25 pounds. The ability to use fine motor skills including tactile while performing a task

#### **ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the Teacher Assistant position and I certify that I can perform these functions.

Employee/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Hiring Manager: \_\_\_\_\_ Date: \_\_\_\_\_

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.