



## POSITION PROFILE

**POSITION TITLE:** Pre-Kindergarten Teacher Assistant  
**DATE MODIFIED:** May 2015  
**FLSA CLASSIFICATION:** Exempt  
**REPORTS TO:** Division Head

**POSITION OBJECTIVE:** Major responsibility of the position is to assist with the development and execution of teaching plans.

**QUALIFYING CHARACTERISTICS:** Must have excellent communication skills and command of subject matter. Tact in dealing with parents, other instructors and children in school setting. Must have experience working with children and demonstrate desire to do same. Ability to exercise good judgment when dealing with students of all ages; set good example for students; comply with school standards as they relate to faculty conduct. Able to maintain classroom structure. Flexibility in work schedule, as needed. Involvement in student life is an expectation of all teachers. Minimum four-year degree. Must be able to meet physical requirements of the position.

### ESSENTIAL JOB DUTIES:

- Assist with planning and executing lessons/projects to meet subject objective.
- Assist in the management and monitoring of student learning.
- Assist with extra-curricular activities as assigned.
- Coordinate with the teacher to develop the total child.
- Assist with preparing course materials, such as teaching materials, assessment rubrics, articles, manuals, etc.
- Adhere to Parish Episcopal "Characteristics of Effective Teaching" and "Inspired Attitude".
- Promote the school's statement of mission and philosophy.
- Assist in execution of individualized and small group learning.
- Maintain professional credentials as required by Independent Schools Association of the Southwest (ISAS) or other accrediting agencies.

### PHYSICAL REQUIREMENTS:

- Stand, walk, and/or sit, bend for an extended period of time.
- Occasionally lift and carry up to twenty (20) pounds.
- Grasp, reach and manipulate objects with hands for an extended period of time.
- Periodically bend, squat, kneel, twist and reach above the shoulders.
- Work at desk and computer screen for an extended period of time.
- Work intermittently in outside weather conditions, including extreme heat and cold.
- Write on whiteboard/smartboard for an extended period of time.
- Able to communicate orally, in English.
- Operate the following office equipment: Telephone, copier, computer, iPad, printer.

The above description covers the most significant duties performed, but does not exclude assignments not mentioned.

Written by: David Monaco  
Reviewed by: Lori Savage