



**ARDMORE**  
PRESBYTERIAN CHURCH



**Position Title:** Teacher's Assistant, Toddler Class, Ardmore Presbyterian Weekday Preschool

**Employment Type:** Part-Time (5 days, 17.5 hours per week)

A Preschool Teacher's Assistant is a childcare professional who takes care of and educates students from two to five years old in partnership with a lead classroom teacher. Their main duties include assisting in teaching children about basic academic fundamentals, helping children build their social skills, and keeping the classroom clean and safe for all students. This candidate is dependable, caring, team-oriented, communicates effectively, follows a set curriculum, and most importantly loves working with children.

### **PRIMARY RESPONSIBILITIES**

- Assist the lead teacher in the following:
  - Set up, organize, and maintain an age-appropriate classroom
  - Collaborate with lead teacher about methods and materials to meet the interests and learning styles of children
  - Develop and maintain positive relationships with children, parents and colleagues
  - Supervise children during all activities, both indoors and outdoors, ensuring their safety and well-being at all times
  - Establish and enforce rules of behavior for children in the classrooms
  - Help prepare for and attend back-to-school night and parent-teacher conferences
  - Attend monthly staff meetings, trainings, and personal development opportunities provided by the preschool
  - Proficient knowledge of the Parent Handbook
  - Attend parent group activities
- Adhere to the guidelines in the Employees Handbook for Ardmore Presbyterian Church

### **REQUIRED QUALIFICATIONS:**

- Experience in Early Childhood Education or related childcare experience
- A love working with preschool-aged children, patience, and compassion suitable for working with young children
- Excellent communication, interpersonal, and organizational skills
- A commitment to teamwork and professionalism
- Ability to lift 40 pounds, mobile and capable to move quickly toward children
- A current Criminal Background Check, Child Abuse Clearance, FBI Federal Criminal History Record, and Mandated Reporter Training, as well as CPR and First Aid training (or willingness to obtain)

This is a non-exempt position. Hourly rate is commensurate with experience and higher education levels. Ranging from \$17/hour-\$19/hour.

**How to apply:** Email your resume and cover letter to [preschool@ardmorepres.org](mailto:preschool@ardmorepres.org)