

POSITION DESCRIPTION: CLASSROOM ASSISTANT

Specific responsibilities shall include, but not be limited to, the following:

1. Ensure the safety and well-being of all children in the charge of the school. If tasks need to be done outside the classroom, the teacher should stay with the children and the assistant can grab supplies or make copies.
2. Assist the classroom teacher in all assigned tasks and activities.
3. Only communicate with parents about information related to the daily routine. Refer parents to the teacher or the director for more complex concerns or problems.
4. Arrive each morning no later than 8:55 am. Upon arrival in the morning, meet children at the carline (if it is your scheduled day), or meet them in the hallway to assist them with unpacking and entering the classroom. Encourage children to take responsibility for their own belongings.
5. Check all school bags for notes or checks from parents, and deliver these to teacher or director.
6. Both teachers and assistants will take children to bathroom as necessary.
7. While the teacher is involved in any kind of classroom instruction, help to maintain harmony by assisting children to listen and behave. Intervene to maintain order and safety whenever you see fit. (See behavior guidelines in staff handbook).
8. Accompany teacher and students to specials, such as Chapel, Library, Music, or Gym, unless the teacher asks you to stay behind to clean up classroom.
9. During the school day keep adult conversations to a minimum. Keep in mind that preschool ears are near-by and listening. Instead, find opportunities to engage with the children.
10. Attend regularly scheduled staff meetings. Attend first in-service of the school year, and the parent open house. In-services thereafter are optional. Attendance at annual ACSI conference in Lancaster is encouraged, but not required. The same applies to participation in monthly staff prayer times.
11. Though your contributions are welcome, please do not make purchases for the classroom or school, with the thought of being re-imbursed. This is the responsibility of the teacher, and she has a budget for it. Planning and materials are the classroom teacher's responsibility.
12. Put artwork and notices from teacher and director into children's envelopes, and place these envelopes in school bags at end of day or week, to go home depending on teacher's preference.
13. At dismissal, assist children with packing up and remain with waiting children in hallway, while teacher walks individual children to their cars. Determine from list on bulletin board which children are staying for lunch, and walk them down the hall to the extended day classroom.
14. Protect the privacy of both students and other staff, and do not discuss problems "out-of school". Keep the confidence of your students, parents and colleagues by maintaining an air of professionalism and exhibiting Christian values.