

Columbus Catholic Schools

Job Description



Job title	<i>Teacher's Assistant - Preschool, 4K, 5K, 1, 2</i>
Reports to	<i>Principal</i>

Duties and responsibilities

- Assist the lead teacher in imparting classroom structure based on predefined curriculum
 - Assist the lead teacher in ensuring the physical, social, cognitive, and spiritual and educational excellence of children
 - Provide support to the lead teacher in planning lessons and daily activities based on the principles of child development
 - Assist lead teacher in handling evaluation and creating reports
- Maintain a safe and organized classroom environment for children
 - Ensure that the classroom is aesthetically attractive so that students enjoy their surroundings while learning lessons
- Ensure development of positive relationships with children with a view to promote self esteem and self discipline
- Observe each child to assess skills, interests and needs and use this information to facilitate individual learning and growth
 - Provide comfort to distressed children through compassion and tact
- Record any important observations regarding student development and ensure that it is communicated to the lead teacher
- Recess and lunch room supervision duties as assigned
- Attend periodic staff meetings

Qualifications

- High School Diploma or Equivalent

Working conditions

- Work will take place primarily in a classroom setting
- Outdoor recess duty as assigned

Physical requirements

- Requires stooping, bending, and reaching
- May require some heavy lifting

Employee (PRINT)

Date

Employee Signature

Date

Administrator Signature

Date