

## **ARTICLE V**

### **TEACHER ASSISTANT**

- A. General Responsibilities
  - a. Maintain prompt hours; notify Director and school in event of illness.
  - b. Be at school at least 15 minutes before session begins.
  - c. Remain at school for 10 minutes after dismissal.
  - d. Maintain neat and clean appearance.
  - e. Work with all other staff members in cooperative way.
  - f. Attend staff meetings.
  - g. Attend in-service training as scheduled; keep up-to-date on developments in field of early childhood education. Training shall include State of Ohio requirements, including:
    - i. CPR
    - ii. First Aid
    - iii. Child Abuse Prevention and Recognition
    - iv. Communicable Disease
  - h. Attend School Family Night.
  - i. Follow schedule of Assistants Duties' including:
    - i. Playground duty –
      - 1. morning
        - a. assistants unlock two playground gates and shed, wipe off damp equipment, sweep off mats under slides and swings, rake mulch, and uncover sandbox;
      - 2. afternoon
        - a. make sure the shed and playground are locked and cover the sandbox., put away shovels and toys for the dirt digging pit.
    - ii. Bicycle duty – morning and afternoon: sweep mulch/leaves from bike area, take out and put away bikes, scooters, road signs, sidewalk chalk, hula hoops, balls
    - iii. Kitchen duty – take snack out at the beginning of the day, ensure there are 100 cups and napkins for the day, put snacks away at the end of the day, wash dishes, put away any preschool items that are dry and in the drainer, clean sink and countertop.
  - j. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of teachers.
- B. Classroom Responsibilities
  - a. Assist teacher in providing appropriate early childhood education experiences for the children.
  - b. Actively engage in age appropriate activities which promote the healthy emotional, social, intellectual, spiritual and physical development of each child.
  - c. Assist in arrangement and upkeep of classroom and classroom equipment and materials.
  - d. Assist with the supervision of students during play periods and field trips.
  - e. Prepare snack and assist in snack and cleanup routines.
  - f. Help children establish good habits of toileting and personal hygiene.
  - g. Assist in supervising all activities to insure the safety of each child at all times. No child is ever to be unattended.
  - h. Take over class in absence of the regular teacher.
  - i. Maintain proper staff/child ratios.
- A. Teacher Assistant/Floating Assistant Qualifications
  - a. Must have a strong personal faith in Jesus Christ that stands at the core of the Preschool ministry at Anderson Hills United Methodist Church.
  - b. A teacher assistant/floating assistant must meet State of Ohio requirements of health, education and in-service training.
  - c. A health certificate signed by a physician, stating the good physical, mental and emotional health of each assistant will be kept on file at the Preschool.
  - d. A teachers' assistant/floating assistant should have a high school diploma. Experience with young children is preferred.
  - e. A teacher assistant/floating assistant is hired by and accountable to the Preschool Director.