

The Falls Church Episcopal Day School Job Description—Assistant Teacher

Function The assistant teacher shall be responsible to the Directors for supporting the lead teacher for the age group to which she has been assigned. In addition the assistant teacher will be responsible for following procedures in Policies and Procedures.

Duties

General:

1. Assist teacher in implementation of daily activities. Have knowledge of monthly lesson plans.
2. Assist in preparing the learning environment, setting up interest centers and needed materials and supplies.
3. See that areas are inviting and designed for constructive interaction.
4. Be alert to the need for smooth transitions.
5. Supervise bathroom routines. Change diapers or clothes as needed in a pleasant manner, and following Universal Healthcare Procedures.
6. Use a positive approach to discipline consistent with Day School policy.
7. Assist teacher with anecdotal notes of children's progress.
8. Remain with the children during special programs, e.g. music, resource programs, Chapel, and playground.
9. Assist at parent conferences as mutually agreed upon with lead teacher.

**NOTE: Assistant Teachers should never conference, absent the lead teacher, with a parent.
If a parent inquires regarding a child, direct all communication to the lead teacher.**

Classroom Care:

1. Keep areas clean and attractive. Shelves, closets, and cubbies should be free of debris. Contribute to the maintenance of the Resource Room (aka Cave.)
2. Help the children develop a sense of responsibility for the school and for their personal belongings
3. Assist in developing and maintaining learning centers.
4. Wash toys weekly or as needed.
5. Assist teacher in seeing that all equipment is put away and the classroom is ready for the next day.

Professional Development:

1. Attend professional workshops and seminars as designated in Policy and Procedures.
2. Attain certificate from Episcopal Diocese for Sexual Abuse Awareness Training.
3. Attend staff meetings that are noted on the teacher's calendar.

The Assistant Teacher is responsible to the Directors for the performance of the above stated duties as well as those mutually agreed upon to meet the goals of this ministry and The Policies and Procedures of The Falls Church Episcopal Day School.