



St. Joan of Arc Preschool
Job Description: Classroom Assistant

Position Description:

The Classroom Assistant shall assist in planning and executing an instructional program for the students enrolled in the St. Joan of Arc Preschool. The assistant shall work to live out the purpose and mission of the preschool as prescribed in the school's philosophy and mission statement. The purpose of the preschool is to provide a high-quality early childhood experience in a developmentally appropriate way that includes educational instruction, interaction with peers, self-expression, and exposure to, and participation in cultural and religious activities.

The Classroom Assistant will assist the Classroom Lead teacher to engage students in the instructional program as prescribed by the St. Joan of Arc Preschool Director, assist with assessments of student learning, implement various instructional strategies and interventions as needed, and work closely with the Classroom Lead Teacher to ensure a positive classroom environment is being provided.

Reports to:

Preschool Director

Major Responsibilities:

- Assist in planning and executing a developmentally appropriate program for students.
- Assist in conducting developmental assessments, developing individual child portfolios, and maintaining daily program records.
- Attend meetings, workshops, in-services, and Child Development programs.
- Assist in instructing planned activities that are developed by the lead teacher.
- Work with children in small groups and individually as needed.
- Assist in planning and maintaining a clean, attractive, and developmentally appropriate classroom environment.
- Assist in preparing daily snack for children.
- Assist with preparing materials for learning and student projects/activities.
- Assist with morning and afternoon dismissal duties.
- Conduct themselves in a positive and caring way that promotes a love of learning in the classroom.

Qualifications:

Necessary qualifications include a dedication to the Catholic mission of St. Joan of Arc Catholic School and experience in the field of early childhood education. The Classroom Assistant will have strong organizational skills, excellent communication skills and the ability to establish and maintain good interpersonal relationships with parents, children, and staff. Competency in Catholic education is a necessary qualification, in addition to being CPR and First Aid certified. Technological proficiency required, including the ability to write emails, take photos, and use both the Google suite and Microsoft Word.