



PRE-KINDERGARTEN TEACHER ASSISTANT

Job Purpose

The Pre-Kindergarten Teacher Assistant provides essential support to the Lead Teacher in creating a safe, nurturing, and developmentally appropriate learning environment for students ages 4–5. Assists with classroom instruction, management, and daily operations to promote students' physical, social, emotional, and cognitive development and ensure readiness for Kindergarten.

Knowledge, Skills, and Abilities

- Knowledge of early childhood development, including developmental milestones and age-appropriate practices.
- Ability to assist with instructional activities in literacy, numeracy, and social development under teacher direction.
- Ability to carry out written and oral instructions effectively.
- Basic knowledge of reading, language arts, mathematics, and technology to support student learning.
- Ability to perform basic arithmetic operations when assisting students.
- Skill in maintaining a safe, positive, and orderly classroom environment using appropriate behavior strategies.
- Strong interpersonal and communication skills to work effectively with students, staff, and parents/guardians.
- Ability to establish supportive and compassionate relationships with young children, including those with special needs.
- Ability to maintain confidentiality of student and district information.
- Ability to use computers and common educational technology (e.g., tablets, smartboards, Google Workspace).
- Flexibility, patience, and adaptability in a high-energy classroom setting.
- Ability to work both indoors and outdoors during various school activities.

Minimum Qualifications

- High School Diploma or GED required.
- Must pass a criminal background check, fingerprinting, and child abuse registry check as required by Mississippi law and Mississippi Department of Education (MDE).
- Ability to obtain and maintain valid CPR and First Aid certification.
- Previous experience working with young children in an educational or childcare setting preferred.
- Approved Pathways (Choose One):
 - Early Childhood Associate Degree
OR
 - Associate Degree or 60 college credit hours + 12 early childhood college credit hours
OR
 - Completion of an approved early childhood training program (e.g., CDA, Montessori Credential, Director's Credential, or MDE-approved training)
OR
 - High School Diploma or GED + WorkKeys® scores + 12 early childhood college credit hours
OR
 - High School Diploma or GED + WorkKeys® scores + completion of an approved early childhood training program

- WorkKeys® Requirements:
 - Before 2017:
 - Reading for Information: 4
 - Applied Mathematics: 4
 - Writing or Business Writing: 3
 - After 2017:
 - WorkKeys® Silver Level Certification

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Assists the Lead Teacher with instructional activities for individuals and small groups to reinforce learning concepts and developmental skills.
- Supports classroom management by modeling positive behavior and implementing age-appropriate behavior strategies.
- Prepares, organizes, and maintains instructional materials, bulletin boards, and learning centers.
- Supervises students at all times, including during classroom instruction, meals, recess, transitions, and school activities.
- Assists with student assessment tasks, documentation, attendance, and record-keeping as directed.
- Provides care for students' physical needs, including hygiene assistance and responding to minor accidents.
- Supports inclusion by assisting students with special needs and helping implement IEP-related activities as directed.
- Assists with supervision during non-instructional times such as bus duty, hallways, field trips, and arrival/dismissal.
- Maintains a clean, safe, and organized classroom environment.
- Participates in professional development, staff meetings, and required training.
- Performs clerical tasks such as copying, organizing, and distributing materials.
- Follows all district safety procedures and regulations.
- Performs other duties as assigned by the supervising teacher, principal, or superintendent.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports to: Assigned Classroom Teacher / Building Principal

Supervises: N/A

Terms of Employment: At Will / 187 Days

FLSA Status: Non-Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

Employee's Printed Name

Employee's Signature & Date

Supervisor's Signature & Date