



Pre-K Classroom Assistant Job Description

Project Reflect seeks an Executive Director to be responsible for the management, administration and growth of the Project Reflect Preschool to ensure an environment that allows children, their families, and the staff to develop to their full potential. Serving children from three years of age through five years of age, the Preschools mission is to develop within each child a vibrant mind, a healthy body and a caring heart while building a collaborative, supportive community among our families.

As an early childhood educator, you are responsible for providing safe and developmentally appropriate programs that are aligned with all relevant federal and state initiatives. Responsible for creating lesson plans, administering praise and constructive criticism, instructs students on subjects such as science, literature, and math, and creates a well-rounded, comprehensive instructional program. Project Reflect is an Equal Employment Opportunity employer.

Your job duties will include but are limited to:

- Provide students with instructional assistant/tutorial support when necessary
- Lead small group or individual activities using materials and lesson plans prepared by the teacher
- Perform morning check-In and daily check-out procedures
- Assist teacher with restroom breaks, meal prep & supervision, and playground supervision
- Basic office duties which include but are limited to, making copies, cutting, duplicating, laminating, answer phones, maintaining student files, classroom folders, lesson plans, bulletin boards, and other duties/task as assigned
- Assure a clean, safe, child-ready center at all times
- Building children's self-esteem through positive guidance and nurturing
- Communicating with parents and discussing their children's daily behaviors
- Assist in activities that promote literacy and math concepts
- Implementing positive discipline by following the behavior plan
- Participating in on-going in-service and education development opportunities, and participating in the ongoing development and evaluation of the program's goals and objectives
- Assisting in activities that meet the physical, intellectual, emotional and social needs of their students
- Providing a classroom environment that encourages parent participation
- Visually inspect ALL areas of the building and grounds for children prior to opening and closing the agency for the day.
- Adult must always be able to hear the child, be able to see the child with a quick glance and be able to physically respond immediately.
- Mealtime Observations:*** an adult must be in direct sight and sound while the child is eating. At mealtime, children shall be seated at tables and chairs of appropriate size, and adults shall sit with them.
- Adult must always know the whereabouts and activities of the children.



Each child shall be greeted and received by a teacher who will have ultimate responsibility for their supervision and care daily with a smile and loving care.

Review the Coping Strategies for new caregivers. *(Copy Provided)*

Teacher must track the whereabouts of each child and recognize the transfer of responsibility from one caregiver to another.

Follow all **LICENSURE RULES FOR CHILD CARE AGENCIES** provided by the TN Department of Human Services Community and Social services Division. *(Copy Provided)*

Fully Understands: Children shall not be left in restraining devices such as swings, car seats, or highchairs (in excess of thirty (30) minutes).

Fully Understands: Children shall be checked upon arrival and observed for signs of communicable disease during the day.

Fully Understands: Symptomatic children shall be removed from the group until parents are contacted and health issues are resolved.

Fully Understands: At least one staff with certification in first aid and one certified in CPR on duty always.

Fully Understands: Smoking is not permitted in the presence of children.

Fully Understands: The use of alcoholic beverages is not permitted in child care centers during the hours of operation of the center.

Fully Understands: Firearms shall not be on the premises of a child care agency, in any vehicle used to transport children or in the presence of a child.

Fully Understands: Staff's personal belongings (purses, backpacks, coats, etc.) shall be inaccessible to children at all times.

Fully Understands: All staff, substitute staff, volunteers are required to immediately report any reasonable suspicion of child abuse or neglect. It is your **LEGAL RESPONSIBILITY** to report to DHS.

Education Required: Highschool Diploma

Coursework as a Classroom Assistant

Abilities to make independent decisions and apply established procedures to individual and specific situations pertaining to children, parents, committees or staff in a non-biased manner. Must have effective communication and interpersonal skills and be conscientious and able to efficiently handle multiple tasks. Must have organizational and computer skills. Must be able to maintain a poised, professional demeanor.

Must be able to meet DHS requirements with a medical statement indicating that your general physical and mental condition permits you to direct and actively participate in activities with children, parents and staff. Additionally, must comply with a tuberculosis test.

Light physical activity normally performing non-strenuous daily activities of an administrative nature, using close vision with moderate noise. Continuous work on the computer to carry out daily tasks.



Must be able to coordinate work, constantly move about, able to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms (occasionally overhead), stoop, kneel, talk to and hear staff and parent requests, and also occasionally lift or carry or otherwise move and position objects weighing up to 40 pounds. Must be able to respond quickly, moving and guiding children to safety in the event of an emergency. Adapting daily routines to meet the interest and needs of the individual child and the group

Complete the following trainings:

- o New Directors Training
- o 24 Hours of Training (*These are Required*)
 - Before You Begin
 - Shaken Baby Syndrome & Abusive Head Trauma
 - TN ELDS for 3-5 Year Olds
 - Detection, Reporting, and Prevention of Child Abuse
- o Physical (*Every Three Years*)

I have read and been informed about the content, requirements, and expectations of the **Pre-K Classroom Assistant** job description at **Project Reflect Inc.** I have received a copy of the **LICENSURE RULES FOR CHILD CARE AGENCIES** provided by the TN Department of Human Services Community and Social services Division and the **COPING STRATEGIES** for new caregivers and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at **Project Reflect Inc.** Furthermore, I fully understand it is my **LEGAL RESPONSIBILITY** to report any reasonable suspicion of child abuse or neglect to the Department of Human Services; and I fully understand it is my responsibility to monitor and provide focused supervision for all staff and students at all times while under my care.

I understand that if I have questions, at any time, regarding this job description, I will consult with my immediate supervisor or the agency's Director.

Please make sure you have carefully read this document to ensure that you understand the requirements before signing this document.

Employee Signature: _____

Employee Printed Name: _____ **Date:** _____

Supervisor Name: _____ **Title:** _____

Date: _____