

Marin Primary & Middle School Job Description

Title: Preschool Teacher Assistant

Reports to: Preschool Director

Hours: 8:30a.m.-12:30p.m., Monday through Friday (20 hours)

The preschool teacher assistant works with the preschool classroom teacher from 8:30a.m. to 12:30p.m. every day. The preschool assistant supports the classroom teacher and classroom program as directed by the classroom teacher. Due to current safety guidelines, class sizes consist of a small, stable group of children. The assistant interacts with children and assists with tasks that ensure a safe, clean, vibrant learning environment.

Duties and Responsibilities

I. Preschool Teacher Assistant

- Assist the Classroom Teacher with classroom activities.
- Assist as needed with cleaning protocols to ensure a safe environment.
- Assist with classroom coverage.

Teachers at MP&MS have a deep understanding of early childhood development and education, engage in a caring, supportive and positive manner with children, families, and colleagues, maintain high standards, and promote a love of learning.

General Preschool Staff Responsibilities:

- Provide for the physical and emotional safety and well-being of all students at all times by maintaining a safe and secure environment in which students can grow in autonomy and in the ability to learn, work, and play together.
- Design and implement programs to actively engage students in making connections, solving problems, and thinking independently.
- Create an inviting, organized, and developmentally appropriate learning environment that reflects the learning objectives of the class and grade level.
- Build relationships in which each child feels understood, nurtured, and challenged, and within which each child's emerging identity is respected.
- Create a positive relationship with parents to facilitate the exchange of information necessary to ensure the child's progress.
- Ensure the dignity and worth of each member of the community in an environment that fosters respect, understanding, and acceptance of differences; model appropriate and ethical behavior.
- Collaborate enthusiastically with a team of faculty, staff, administrators, and parents to nurture children both inside and outside the classroom.
- Participate actively in faculty meetings and work collaboratively with colleagues on committees and through other means to further the development of the school's program.

- Demonstrate punctuality and reliability of attendance, absence reporting, and other such demonstrations of professional courtesy and responsibility.

Educational Requirements

Six Early Childhood Education (ECE) units are preferred. Current enrollment in ECE classes or an ability to enroll upon hire is also acceptable.

Physical Requirements

In the course of a workday in the MP&MS preschool, a teacher should expect to:

- Sit, Walk, Stand
- Lift and carry up to 35 pounds on a routine basis, or up to 50 pounds in emergency situations
- Bend from the neck or waist
- Squat, Climb, Kneel, Crawl
- Twist from the neck or from the waist
- Withstand exposure to noise, which may be excessive on occasion
- Use both hands for a variety of tasks, including:
 - Pushing, pulling, grasping, fine manipulation, using a keyboard
 - Reaching, both above and below shoulder level

In addition:

- Most tasks require visual perception and discrimination.
- Some tasks require oral communications ability.
- Some tasks require the ability to perceive and discriminate sounds.

The frequency with which any teacher may need to use any of the skills and physical requirements listed above will vary. However, any of them may be necessary at any time in an emergency, and there are some situations in which one or more may be necessary for an extended period of time.