



JOB TITLE: Educational Support Staff
MINISTRY: Children's
SUPERVISOR: Director of Early Preschool
FLSA STATUS: Part-time / Hourly / Nonexempt
WORK HOURS: Weekdays, generally between 9:00 a.m. to 2:00 p.m.

POSITION SUMMARY

Under the general supervision of the Director of the Early Preschool (EP) this position is responsible for the day-to-day support of the classroom teachers. This position interacts directly with children, parents, and other EP staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

DUTIES

- Responsible for supporting teaching staff from 9:00am. until 2:30pm.
- Utilizes Developmentally Appropriate Practice (DAP).
- Follows NAEYC criteria.
- Follows TN Department of Education Rules and Regulations.

SKILLS/ABILITIES

- Works well on a team.
- Communicates well with teaching staff.
- Communicates well with parents.
- Communicates well with administration.
- Shares insights and ideas during planning sessions.
- Basic camera/iPad skills.
- Basic computer skills.

RESPONSIBILITIES

- Arrives by 8:30 am. and stays until 2:45 pm. Or follows schedule requested to cover.
- Assists teachers in other classroom preparation tasks as needed.
- Gives teachers breaks daily and when necessary.
- Involved in community events.
- Is able to take the place of a teacher when needed.
- Utilizes the guidelines for cleaning on the NAEYC Cleaning and Sanitation Chart

INTERACTIONS WITH CHILDREN

- Interacts with children at their level.
- Greets children as they enter the school.
- Models appropriate interactions.
- Consistently supervises children in the classroom.
- Consistently supervises children on the playground.

PROFESSIONAL DEVELOPMENT

- Completes Early Childhood education training annually as required by TN DHS.
- Follows a professional development plan that meets the NAEYC criteria for education.

POSITION QUALIFICATIONS

EDUCATION: High school diploma required. Education courses in progress or a CDA or higher degree related to Early Childhood Education is desired.

EXPERIENCE: Experience with young children is desired.

KNOWLEDGE: TN DHS childcare Rules and Regulations, Developmentally Appropriate Practice, Creative Curriculum: Handwriting Without Tears, NAEYC Criteria, TNELDS, basic computer skills, basic camera skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to stand and to move about; to use hands to operate office equipment and to lift up to 30 pounds; to talk and to hear when interfacing with staff, children, and families; vision within normal ranges is required to read documents and to supervise children.

While performing the duties of this job, the employee works both inside a classroom and outside on the playground. The noise level in the work environment is usually noisy with frequent interruptions and distractions. Exposure to communicable diseases is a factor.

ACKNOWLEDGEMENT AND AGREEMENT: Please sign below in receipt and acknowledgment of the above job description. Essential functions of the job described may be subject to change at any time due to reasonable accommodation or other reasons.

ACCEPTED AND AGREED:

Employee Signature: _____

Employee Name (printed): _____

Supervisor Signature: _____

Date: _____