



FIRST PRESBYTERIAN
Church of Nashville

EARLY PRESCHOOL

JOB TITLE: Educational Support Staff
MINISTRY: Children's
SUPERVISOR: Early Preschool Assistant Director
FLSA STATUS: Part-time / Hourly / Nonexempt
WORK HOURS: Weekdays, generally between 8:30 a.m. to 2:45 p.m. as scheduled

POSITION SUMMARY

Under the general supervision of the Early Preschool (EP) Assistant Director 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.

DUTIES/RESPONSIBILITIES

ASSISTANCE TO TEACHING STAFF

- Responsible for supporting teaching staff from 9:00am. until 2:30pm.
- Assists teachers in classroom preparation tasks as needed.
- Give teachers breaks daily and at other times as necessary.
- Take the place of a teacher as needed.

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.

SUPERVISORY RESPONSIBILITIES

None

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: Past work or volunteer time interacting with young children.

KNOWLEDGE:

- TN DHS Childcare Rules and Regulations
- TN Early Childhood Education Early Learning Developmental Standards (TN-ELDS)
- NAEYC Criteria
- Developmentally Appropriate Practice
- Emergent Curriculum

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.

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 to acknowledge receipt and agreement with 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: _____