

## **Charlotte Jewish Preschool Job Description**

**Job Title:** Assistant Teacher  
**Reports To:** Director of Education

Under the supervision of the Director of Education, an assistant teacher at the Charlotte Jewish Preschool (CJP) is responsible for supporting an environment that promotes the social, emotional, cognitive, and physical growth of the students in their classroom. They are to actively promote our mission to provide young children with a secure and loving atmosphere in which to grow, develop a positive self-image, and learn the joy of Jewish life.

### **JOB SUMMARY**

Assistant teacher candidates must meet the minimum requirements and shall be at least 18 years of age, have completed high school or general education diploma, and shall have one of the following: their NCECC or one year experience in a preschool. The assistant teacher is responsible for interacting respectfully and positively with co-workers, parents, and students, supporting the lead teacher when developing and implementing plans, and assisting the teacher in classroom management and daily activities.

### **CORE RESPONSIBILITIES AND ACTIVITIES**

- Maintain a professional self-image and project the values of CJP at all times in accordance with the Personnel Handbook.
- Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs, as well as their educational needs.
- Support the established developmentally appropriate learning goals throughout the learning environment.
- Facilitate the use of a wide variety of resources and materials to support a student-centered, inquiry-based learning environment.
- Facilitate the use of various teaching methods and materials to address multiple learning styles of diverse learners.
- Facilitate daily centers that are developmentally appropriate, purposeful, and intentional.
- Exhibit enthusiasm, creative thinking, and be able to foster a sense of wonder.
- Support the lead teacher with implementing all aspects of the curriculum.
- Carry out positive and effective behavior management techniques.
- Supervise all classroom activities and daily routines.
- Establish and maintain a positive working relationship with parents, students, and colleagues in order to provide quality care and friendly service.
- Possess a strong work ethic; be punctual and reliable.
- Ensure children's basic needs (i.e. restroom use, diapering, handwashing, etc.) are met in a nurturing manner.
- Maintain an enriched learning environment that is clean, organized, and safe for all children.
- Participate in occasional events that may be on nights and/or weekends (Meet the Teacher, Curriculum Night, etc.).
- Participate in self evaluations.
- Adhere to safety standards, state, and sanitation protocols.
- Maintain strict confidentiality regarding personal information of CJP families.
- Demonstrate adaptability and flexibility.
- Participate in monthly staff meetings and professional development.

## **REQUIREMENTS**

- Documentation of Tuberculin-free condition
- Criminal background check
- Provide health statement/physical exam
- Be CPR and First-Aid certified, or be able to obtain certification within 6 months of employment

## **ADA REQUIREMENTS**

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

## **PHYSICAL DEMANDS**

While performing the duties of this job, the lead teacher is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The lead teacher must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate to loud.

## **MENTAL FUNCTIONS**

While performing the duties of this job, the employee is required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

## **HOURS/BENEFITS**

This is a full-time position, from late July to mid-June. Salary range is based on education and years of experience. Class times are assigned within school hours. Life insurance is included; eligibility for medical, dental, and vision insurance; continuing education reimbursement program; 401K program.