

Position Description
PreK/Early PreK Educational Assistant
School year

Purpose: PreK/Early PreK Educational Assistant is responsible for assisting the Lead Teacher in providing an effective learning environment that enables students to develop and achieve their greatest potential.

Report To: PreK Director

Terms of Employment: Part time position based on 7 hours a day, 35 - 40 hours a week, 185 days per year. Calendar schedule to be determined by supervisor.

Qualifications:

1. Committed to education and the work of Rehoboth Christian School.
2. Experience in working with young children is desired.
3. Coursework in Child Development / Early Childhood Education or a related field preferred.
4. Able to relate well to and have a love for very young children.
5. Able to use positive discipline that is appropriate for early childhood students.
6. Able to develop rapport and work well with parents.
7. Skilled in carrying out plans and lessons designed by the PreK Lead Teacher.
8. Able to work well with other adults as a team player and under the direction of the Pre K Lead Teacher.
9. Demonstrates a positive posture in promoting and growing the early childhood program. Demonstrates excellent communication skills.
10. Ability to speak / understand Navajo is desired.

Responsibilities:

1. Under the direction of the Teacher/Director/ the PreK Educational Assistant will prepare activities, provide instruction and supervise the students and maintain program standards.
2. Under the general supervision of the teacher/director, the PreK Educational Assistant performs duties such as preparing materials, assisting students on an individual basis and in small groups. They follow well defined guidelines, policies and written procedures. They exercise patience, tolerance and objectivity when working with individuals or groups of children. They use judgment to determine children's needs and when to seek assistance from the Lead Teacher/Director or other staff.
3. Integrate sound values, teachings, and perspectives into all aspects of the Pre program.

4. Meet periodically with Early Childhood staff and when appropriate with Rehoboth Staff.
5. The PreK Educational Assistant may be called upon at times to provide whole class instruction as designed by the Lead Teacher / Director when the Teacher is indisposed or when the teacher is out for the day.
6. Communicate effectively with parents at appropriate times.
7. Support public presentations by Pre K students which may happen after school or evenings at times.
8. Responsible for carrying out the policies and procedures as stated in the Pre K handbook.
9. Participate in professional development opportunities as available, appropriate and required.
10. The Pre K Educational Assistant will take 6 credit hours per year towards the completion of an Associate's degree in early childhood education if one is not already held. This item must be met while the RECC continues to receive funding from the NM PreK grant.
11. Duties as otherwise assigned.

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