

# ABC PRESCHOOL TEACHER'S ASSISTANT

## Job Description & Application

Hours: Monday, Tuesday, Friday from 7:30 – 12:00 During School Year

Pay: Starting at \$12.25/hour with 13.5 hours weekly (Summers off)

5 PTO days per semester with paid holidays and snow days

What we are looking for:

### **Professionalism**

- Someone who is consistently punctual to all required work and meetings
- Provides adequate and timely notice of absences to appropriate persons
- Takes responsibility and plans ahead for getting substitutes to take over teaching responsibilities when absences are needed
- Willing to wear appropriate dresswear and behave professionally
- Is willing to be a good team member, accepts constructive criticism and respects the confidentiality of students and their families

### **Skills working with Children**

- We are looking for someone who is friendly, warm and respectful of children
- Plays with the children encouraging a fun, safe environment to grow and learn
- Focused on teaching important social, behavioral and emotional skills
- Encouraging independence while boosting their self-esteem of the children
- Strives to communicate and encourage Christian values and beliefs
- Communicates with a positive tone and practices good sanitary habits with the children

### **Skills working with parents**

- Welcoming to parents in a friendly and warm manner
- Is willing to listen to parent concerns and responds appropriately
- Is gentle with parents when discussing problems and concerns about children

### **Classroom skills**

- Willing to read to the children several times throughout the school day making sure to include a variety of appropriate genres and styles of literature
- Maintains an inviting learning environment for children to thrive in
- Assists Lead teacher in classroom duties as needed

### **Professional Development**

- Will attend meetings called by the ABC preschool Board or pastor
- Will strive to best assist and provide support for the lead teacher
- Provides valuable updates and feedback to board

**Please Fill out Job Application and Attach a Resume**  
**Return to Brook UMC Office or email [brookumc@gmail.org](mailto:brookumc@gmail.org)**

# ABC PRESCHOOL TEACHER'S ASSISTANT

## ● Personal Information

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_ ZIP Code : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Phone No : \_\_\_\_\_ Email : \_\_\_\_\_

## ● Educational Background :

| Level of Education | Major | Graduate Year |
|--------------------|-------|---------------|
| _____              | _____ | _____         |
| _____              | _____ | _____         |
| _____              | _____ | _____         |
| _____              | _____ | _____         |

## ● Work Experience :

| Company Name | Position | Period |
|--------------|----------|--------|
| _____        | _____    | _____  |
| _____        | _____    | _____  |
| _____        | _____    | _____  |
| _____        | _____    | _____  |

## ● Certifications & Additional Training :

| Certification Title | Organization | Completion Date |
|---------------------|--------------|-----------------|
| _____               | _____        | _____           |
| _____               | _____        | _____           |
| _____               | _____        | _____           |
| _____               | _____        | _____           |

## ● 3 Personal References

| Name  | Relationship | Phone/Email |
|-------|--------------|-------------|
| _____ | _____        | _____       |
| _____ | _____        | _____       |
| _____ | _____        | _____       |
| _____ | _____        | _____       |