



NARBERTH PRESBYTERIAN CHURCH
CHRISTIAN PRESCHOOL



Job Description
Assistant Toddler Teacher, Part-Time

Position Summary: This person will be responsible for assisting the Lead Teacher in the general supervision, care and management of a toddler class (ages 18 months to 2.5) at Narberth Presbyterian Church Christian Preschool. This person will support the school's educational philosophy—to help develop the “whole” child, meeting their educational spiritual, social, physical and emotional needs within a nurturing Christian environment in a fun and stimulating preschool setting.

Accountability: The Assistant Teacher reports to the Director and works under the supervision of the Lead Teacher.

Primary Responsibilities:

- Care for, play with and teach -- under direction of the lead teacher -- the children in their classroom
- Assist in implementing the program for the class in accordance with the policies and philosophy of the school
- Assist Lead Teacher in planning lessons under the classroom curriculum
- Change diapers as needed and assist with toilet training
- Help in executing school activities and procedures
 - Attend and assist in school activities (crafts, gym time, walking field trips, circle time)
 - Assist in getting classroom ready for operation and closing up before summer
 - Actively assist in maintaining Brightwheel data including student activities and daily attendance records
 - Assist with fire drills if necessary
- Be responsible for the ordered arrangement, appearance, décor, and learning environment of the classroom of the school
 - Assist in maintaining/decorating classroom and bulletin boards
 - Assist in keeping educational materials current and in good order
 - Keep classrooms, storage rooms, and bathrooms clean, neat and orderly
 - Prepare snacks and assist children in snack time
- Help plan and implement methods to establish a positive liaison with parents, responding promptly to needs of parents as they arise
- Take on other duties as requested by the Lead Teacher and/or Director

Qualifications: Experience working with young children. The person must have a strong faith in Jesus Christ, a love for children, and a warm and friendly personality. The person should be sensitive to the feelings and needs of others, be able to relate well to both children and adults.

Hours: Part-time, 8:30 AM – 12:30 PM Monday-Friday, September – June

Interested candidates should submit resume and cover letter to preschool@narberthpres.org.