



Job Description  
Assistant Teacher, Part-Time

**Position Summary:** This person will be responsible for assisting a Lead Teacher in the general supervision and management of a class of children in accordance with the school's educational philosophy—to develop the “whole” child, meeting their educational spiritual, social, physical and emotional needs within a nurturing Christian environment.

**Accountability:** The Assistant Teacher works under the supervision of the Lead Teacher on a daily basis and the Director overall.

**Primary Responsibilities:**

- Assist in implementing the program for the class in accordance with the policies and philosophy of the school, and adhere to the standards in the Teacher's manual.
- Assist Lead Teacher in planning lessons under the curriculum.
- Be responsible for the ordered arrangement, appearance, décor, and learning environment of the classroom of the school.
  - Assist in maintaining/decorating classroom and hall 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 in executing school activities and procedures.
  - Attend and assist in school activities (open house, picnic, Nursery School Sunday, Mother's Day tea, etc.)
  - Assist in getting school ready for operation and closing up school for summer break.
  - Help maintain student records; keep daily attendance records.
  - Assist with fire drills
- Assist Lead Teacher with mid-year parent conferences on children's adjustment and classroom behavior, giving input on children and assisting with ongoing evaluation procedures as needed to assess the developmental levels of the children.
- Help plan and implement methods to establish a positive liaison with parents, responding promptly to needs of parents as they arise.
- Attend staff meetings, recommended training programs, continuing education courses and keep abreast of current educational philosophy.
- Assist director in explaining the program to prospective visiting parents.

**Qualifications:** Experience working with toddlers and 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 – 12:00 PM on weekdays (number of days dictated by class assignment), possible afternoon hours for Lunch Bunch if needed/desired; September–June; other days/times depending on activities.

**Interested candidates should send cover letter and resume to: [apply@narberthpres.org](mailto:apply@narberthpres.org)**