



LAUNCHPAD PRESCHOOL AT FOOTHILLS CHURCH

Program Assistant | Job Description

Purpose

The Program Assistant will provide support to the program by performing duties that effectively allow the teacher to focus their time and attention to the development and growth of the students.

Responsible to

Launchpad Preschool Director

Description of Duties

- Support the teachers by aiding in classroom setup and activity setup
- Ensure that all art materials are effectively cleaned and taken care of
- Aid in the supervision of students during teacher breaks, lunch, snack, recess, or at other needed times
- Be available to step into the classroom as a substitute teacher if necessary
- Become familiar with The State of Tennessee Childcare Licensing Rules
- Become familiar with ECERS-R
- Take ownership in aiding the program to be in compliance with all health and safety policies required by The State of Tennessee
- Clean and organize all areas used by the program, primarily, bathrooms, playground, café, and all areas of the Little Street hallway
- Set up and tear down outdoor gross motor activities and perform playground checks
- Stock all classrooms, bathrooms, and café with appropriate materials when needed (toilet paper, paper towels, cleaning agents, baby wipes, etc.)
- Become familiar with emergency procedures and protocol
- Comfort, encourage, and love students at all times and in all situations
- Work collaboratively with other staff members to ensure that all necessary tasks are completed for the day
- Follow The State of Tennessee approved table cleaning process
- Follow The State of Tennessee approved diapering process when needed (only necessary when assigned to the 2-year old classroom)

Time Requirement

7:45am – 3:15pm Monday thru Friday

Attendance is required to all in-service days, staff meetings, state required training hours, and school events.

Qualifications, skills, and gifts

- A Partner of Foothills Church
- High School Diploma or equivalent
- At least 18 years of age or older
- Some experience with teaching or leading children is preferred
- Is able to perform duties independently and without direct supervision
- Is able to communicate clearly with adults and children ages 2 to 5
- Is able to organize and clean effectively
- Can work well with others in a team environment
- Is flexible and positive at all times

Spiritual

- A passion to follow Christ
- A heart for people
- A servant's attitude
- Loyal