



Richmond County Schools

Dr. Joe Ferrell, Superintendent
118 Vance Street, Hamlet, North Carolina 28345
Phone: 910-582-5860

POSITION:

PRE-K TEACHER ASSISTANT

REPORTS TO:

Teacher/ Principal

JOB DESCRIPTION:

The Pre-K Teacher Assistant supports the Lead Teacher in creating a nurturing, engaging, and developmentally appropriate learning environment for preschool-aged children. This role involves assisting with classroom management, curriculum implementation, and fostering positive relationships with children, families, and colleagues in alignment with the NC Pre-K Program and the NC Foundations for Early Learning and Development.

QUALIFICATIONS:

- High School Diploma or Equivalent
- Associates of Arts in Early Childhood Education
- Completed CPR/First Aid

JOB RESPONSIBILITIES:

- Assist with children and classroom arrangement
- Assist with lesson plan development based on OWL curriculum and the NC Foundations for Early Learning and Development
- Take anecdotal notes of interactions with children during center time, outdoor time or other opportunities as they present
- Assuming a leadership role in the classroom in the teachers' absence or as needed
- Work with children in a manner that encourages appropriate academic and physical growth and development
- Communicate with parents in a caring and professional manner

- Engage in professional dialogue with colleagues for the betterment of the learning environment and advancement of students
- Assist with toilet training of students as needed
- Praise and reinforce students' achievements
- Attend/complete professional development as required
- File data according to regulatory requirements

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require extensive background check.