



## Chicago West Side Christian School

1240 S. Pulaski, Chicago, IL

773-542-0663

### Teacher Assistant (1st Grade & PreK) & After School Program



#### **1st Grade Teacher Assistant: 11am - 1:45pm**

- Assists teacher with executing instruction and evaluating its effectiveness
- Participates in lesson and activity planning
- Constantly monitors the safety and well-being of students; monitors student attitudes and encourages self esteem; assists students with becoming increasingly independent
- Monitors student behavior and helps maintain discipline in the classroom
- Conducts learning exercises with small groups of children
- Alerts the teacher to special needs of individual children
- Provides escort and assistance to children as necessary
- Helps maintain individual records for each child
- Assists teacher in maintaining neat work and study areas
- Assists with the supervision of children during recess and lunch periods
- Collects and displays suitable material for educational displays
- Attends staff development
- Upholds the mission of the school and Christian character and values
- Participates in school-wide events
- Performs other related work as required

#### **Qualifications:**

- Associate's Degree (or higher)
- Certified in CPR, First Aid
- Desire to nurture and work with children

**PreK Teacher Assistant: 1:45pm - 3:00pm**

- Assists teacher with executing instruction and evaluating its effectiveness
- Participates in daily and long-range lesson and activity planning
- Constantly monitors the safety and well-being of students; monitors student attitudes and encourages self esteem; assists students with becoming increasingly independent
- Monitors student behavior and helps maintain discipline in the classroom
- Conducts learning exercises with small groups of children
- Guides children in working and playing harmoniously with other children
- Alerts the teacher to special needs of individual children
- Provides escort and assistance to children as necessary
- Helps maintain individual records for each child
- Assists teacher in maintaining neat work and study areas
- Assists with cleaning/disinfecting classroom, toys and student bathroom
- Assists with the supervision of children during regular play periods
- Collects and displays suitable material for educational displays
- Remains knowledgeable of current Pre-K issues by attending staff development and reading current literature/publications
- Upholds the mission of the school and Christian character and values
- Participates in school-wide events
- Performs other related work as required

**Qualifications:**

- Associate's Degree (or higher)
- Minimum of 6 documented semester hours of coursework in early childhood education, or at least two years of work experience in early childhood setting
- Certified in CPR, First Aid
- Desire to nurture and work with young children

**After-School Program: 3:00 - 4:30pm**

- Support with dismissal and supervision from 3:00 - 3:30pm
- Cover the front desk from approximately 3:30pm - 4:30pm

Please email your cover letter and resume to:

[melissasears@cwscs.org](mailto:melissasears@cwscs.org) - Principal