



Saint Boniface School
Pre-Kindergarten Teacher Assistant
Position Description

Responsibilities

1. The pre-kindergarten teacher assistant works under the supervision of the pre-kindergarten teacher and the elementary principal.
2. The pre-kindergarten teacher assistant is responsible for fulfilling all duties as assigned by the pre-kindergarten teacher and approved by the elementary principal.

Personal

1. The hours for the pre-kindergarten teacher assistant position shall be determined by the principal each year and based on enrollment in each section.
2. The pre-kindergarten teacher assistant shall dress in a professional manner conducive to working with early childhood children.
3. The pre-kindergarten teacher assistant shall respect the confidentiality of children and families and any private information relating to the pre-kindergarten children at Saint Boniface.

Supervision and Safety

1. The pre-kindergarten teacher assistant is responsible for assisting in the supervision and safety of all pre-kindergarten children as directed by the pre-kindergarten teacher.
2. In the absence of the pre-kindergarten teacher, the pre-kindergarten teacher assistant is responsible for all areas of supervision and safety as listed under the job description of the pre-kindergarten teacher.

Classroom Management and Discipline

1. The pre-kindergarten teacher assistant is responsible for becoming acquainted with the discipline plan and implementing that plan under the direction of the pre-kindergarten teacher.
2. The pre-kindergarten teacher assistant shall encourage participation by the children in the responsibilities of clean up and care of equipment.
3. The pre-kindergarten teacher assistant shall be responsible for other management duties as directed by the pre-kindergarten teacher.

Professional Development

1. The pre-kindergarten teacher assistant shall be responsible for maintaining current first aid and CPR certification.
2. The Pre Kindergarten pre-kindergarten teacher assistant shall have a background study done upon employment as mandated by Minnesota State Law.