

**JOB DESCRIPTION
PRESCHOOL TEACHER ASSISTANT
ST. PATRICK'S PARISH
GRETNA, NEBRASKA
JUNE 2026**

BASIC FUNCTION: Delegated by Preschool Director to be a teacher's assistant for Preschool programs, tadpoles-5 years old.

QUALIFICATIONS: Roman Catholic, love God, love others and love self: Have an active faith in God and respect all who enter these doors.

EXPERIENCE: Early Child Development related fields preferred.

EMPLOYEE TYPE: Permanent part-time.

CLASSIFICATION: Non-Exempt

DUTIES:

Standard:

- ◇ Hours based off maximum 24hrs per work week, but must be flexible for functions (for example; festival, parent night). Adjust hours accordingly.
- ◇ New hire probation: three months.
- ◇ Time off: 2.5 paid sick absences. No paid vacation. Unpaid holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving Day and Christmas Day.
- ◇ Must possess valid driver's license.
- ◇ Work cohesively and maintain communication with all staff members to include Pastor.
- ◇ Pass background check, complete and keep current safe environment training.

Responsibilities:

- ◇ Supervision and management of the students in their care.
- ◇ Accept direction from your supervising teacher.
- ◇ Help direct volunteers.
- ◇ Work cooperatively as team with all preschool staff and preschool children.
- ◇ Maintain flexibility in adapting to assignments or changes.
- ◇ Maintain attendance records each day.
- ◇ Accept other duties as required.
- ◇ Check backpacks every morning and pack backpacks at dismissal if needed.
- ◇ Acquire appropriate amount of in service hours each year.
- ◇ Encourage developmentally appropriate independence and making choices.
- ◇ Recognize and encourage pro-social behaviors among children, such as cooperation, helping, turn taking and using words to solve problems.
- ◇ Keep information about children, families and coworkers confidential.
- ◇ Display work in hallways to promote self-esteem and share accomplishments with other students and visitors.
- ◇ Prepare materials for needed for projects.
- ◇ Prepare for snack area and clean area up after snack.
- ◇ Assist in the development and execution of the 3 parent programs each year.
- ◇ Provide prayer and snack for children on a daily basis.
- ◇ Ensure students are supervised and within adult/child ratio at all times.
- ◇ Report all suspected cases of child abuse or neglect.
- ◇ Participate in fire and tornado drills.
- ◇ Assist in the assessment of each student 3 times a year.
- ◇ Implement a safe curb side arrival and dismissal each day.

- ◇ Attend morning prayer daily.

Administrative Skills

- ◇ Attendances required at any school function (refer to teacher contract).
- ◇ Attendance and participation at staff meetings.
- ◇ Responsible to check mailboxes each morning, read dry erase board each morning and clock own hours daily.
- ◇ Responsible to total hours on a monthly basis by the 22nd of each month.
- ◇ Report all such reports to the Director and make a copy and file for each incident.

Communication Skills

- ◇ Be friendly and courteous to parents, yet allowing teacher responsibility for communication of concerns about a student's progress or behavior.
- ◇ Share information appropriately with director.
- ◇ Participate in annual evaluation/review.

Work Environment

- ◇ Maintain hygienic and hazard-free environment, reporting any need for repair to the Director.
- ◇ Model good hygiene in bathroom and with hand washing.
- ◇ Model and encourage good eating habits and table manners during snack time.
- ◇ Vacuum and Sweep Room after dismissal/clean bathrooms if applicable.

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