

**Presbyterian Community Preschool
1303 Royal Heights Road
Belleville, IL 62223**

www.firstunitedpreschool.org

Board@firstunitedpreschool.org

Faith-based preschool looking for an early childhood teacher's assistant, for the WF 3-year-old class and the TTh 4-year-old class. 24 hours/week, 8:30-2:30 each day. \$12/hour. Must be 21 or older. Background check will be required.

In compliance with Illinois state guidelines, all staff must be vaccinated, and masks must be worn indoors except while eating.

For application, see below or go to www.firstunitedpreschool.org.

For questions, email Board@firstunitedpreschool.org.

Position Title: Presbyterian Community Preschool Teacher's Assistant

Primary Function: Act as assistant to teacher at the Presbyterian Community Preschool

Position Relationships:

1. Hired by the Preschool Board with yearly contract
2. Responsible to the Preschool Board
3. Serves as Teacher's Assistant for children in a classroom
4. Follow the guidelines of the teacher.
5. Communicates with Preschool Board President regularly.

Major Responsibilities:

Assist teacher in whatever manner is needed to provide children with a nurturing, happy, and safe environment

Major Responsibilities:

1. Assist teacher in preparing the room.
2. Maintain supplies for the room and prepare supplies for activities.
3. Share responsibility with teacher for set-up and clean-up of the play equipment.
4. Prepare and clean-up snacks and assist with lunches.
5. Copy and prepare materials for classroom activities.
6. Copy and distribute teacher's communication to families.
7. Communicate with parents when necessary.
8. Assist in supervising students as needed.
9. Perform other duties as requested.

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PRESCHOOL TEACHER'S ASSISTANT APPLICATION

Date: _____

Fill out completely and accurately, and submit this application and a resume to the above address. Please add to the address: c/o PRESCHOOL SEARCH COMMITTEE.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Do you have a valid Illinois Teaching Certificate?

Yes ___

No ___

Type of certificate: _____

Are you certified in other states?

Yes ___

No ___

List other states: _____

EDUCATION PREPARATION:

Name of School	Location	Dates	Year of Graduation	Degree/Area of Study
High School				
Undergraduate				
Graduate				
Early Childhood Courses				

EDUCATION-RELATED EMPLOYMENT HISTORY:

Sequentially list any assisting or teaching experience with most recent first. Please clearly indicate if you do not want us to notify your current employer. If you have ever worked under a different name for any of the employers listed below, please indicate the name(s).

Company	Dates of Employment	Position/Nature of Work	Address	Supervisor's name/phone #	Reason for leaving

OTHER EMPLOYMENT HISTORY:

Please list other employment with your current or most recent first and work backwards for the last ten years. Please clearly indicate if you do not want us to notify your current employer. If you have ever worked under a different name for any of the employers listed below, please indicate the name(s).

Company	Dates of Employment	Position/Nature of Work	Address	Supervisor's name/phone #	Reason for leaving

REFERENCES:

Give three references who have firsthand knowledge of your character, interpersonal skills, scholarship, and teaching ability. **Do not list any family members or relatives.**

Name	Email Address	Title/Position	Telephone	Years known

On a separate piece of paper, please address the following:

1. Why do you want to be a preschool teacher's assistant?
2. Explain why you want to work in the Presbyterian Community Preschool.
3. In what ways are you prepared to meet the challenges of working with preschool children?
4. In what ways do you feel that you would bring a positive experience to preschool children?
5. What skills and talents would you bring to a preschool experience?
6. Please summarize any additional information that you would like to present regarding your candidacy for this position.