



NARBERTH PRESBYTERIAN CHURCH  
CHRISTIAN PRESCHOOL



**Job Description**  
**Assistant Teacher, Part-Time**

**Position Summary:** This person will be responsible for assisting the Lead Teacher in the general supervision, care and management of a class at Narberth Presbyterian Church Christian Preschool. This person will support the school's educational philosophy—to help develop the “whole” child, meeting their educational spiritual, social, physical and emotional needs within a nurturing Christian environment in a fun and stimulating preschool setting.

**Accountability:** The Assistant Teacher reports to the Director and works under the supervision of the Lead Teacher.

**Primary Responsibilities:**

- Care for, play with and teach -- under direction of the lead teacher -- the children in their classroom
- Assist in implementing the program for the class in accordance with the policies and philosophy of the school
- Assist Lead Teacher in planning lessons under the classroom curriculum
- Help in executing school activities and procedures
  - Attend and assist in school activities (crafts, gym time, walking field trips, circle time)
  - Assist in getting classroom ready for operation and closing up before summer
  - Actively assist in maintaining Brightwheel data including student activities and daily attendance records
  - Assist with fire drills if necessary
- Be responsible for the ordered arrangement, appearance, décor, and learning environment of the classroom of the school
  - Assist in maintaining/decorating classroom and bulletin boards
  - Assist in keeping educational materials current and in good order
  - Keep classrooms, storage rooms, and bathrooms clean, neat and orderly
  - Prepare snacks and assist children in snack time
- Help plan and implement methods to establish a positive liaison with parents, responding promptly to needs of parents as they arise
- Take on other duties as requested by the Lead Teacher and/or Director

**Qualifications:** Experience working with young children. The person must have a strong faith in Jesus Christ, a love for children, and a warm and friendly personality. The person should be sensitive to the feelings and needs of others, be able to relate well to both children and adults.

**Hours:** Part-time, 8:30 AM – 12:30 PM Monday-Friday, September – June

Interested candidates should submit resume and cover letter to [preschool@narberthpres.org](mailto:preschool@narberthpres.org).