Job Description
Teacher Assistant

Lakeside Presbyterian Center for Children is a beloved neighborhood preschool of San Francisco. Since 1961, generations of San Franciscans have attended and sent their children to Lakeside for their first years of school. Our school community consists of dedicated staff, involved parents and a caring church – all of whom work together to support our nurturing learning environments. The school offers preschool, pre-k, and transitional kindergarten classes, enrichment programs, and summer camps.

Lakeside is currently hiring a Teacher Assistant to support our four classrooms. The Teacher Assistant must have at least 12 early childhood education units, one year of work experience in a preschool setting and available to work from 12:30pm to 6:00pm daily.

Lakeside is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Qualifications
1. Must possess a minimum of 12 units of ECE or CD with the intention of completing an additional 6 units within a year of hire.
2. Must have a minimum of one year experience as a preschool teacher’s aide or teacher assistant.
3. Demonstrate, through previous experience, the potential for increasing skills (ie. taking ECE/CD courses, or attending conferences/workshops.
4. Possess or attain CPR/First Aid, Mandated Reporter, Pesticides and Sexual Harassment training within 90 days of being hired and maintain certification. 5. LiveScan fingerprint and TB clearance required.
5. Must be capable and willing to give continuous attention to the physical, emotional and intellectual needs of children in a loving and caring way.
6. Must be physically able to regularly stand, sit, walk, reach, twist, turn, kneel, bend, squat, stoop, run and climb in the performance of daily activities and lift and carry up to 50 pounds.
7. Able to learn and use technology in the classroom.

Duties
1. Meet and support the classroom team’s overall curriculum and learning expectations of the classroom.
2. Share responsibility for the classroom setup and cleanup; keep a clean and orderly environment.
3. Support Teachers in daily transitions, routines, activities, and overall classroom management.
4. Be verbally responsive and courteous to parents, children and coworkers.
5. Be alert to the functioning of the entire classroom; be aware of the needs of children and respond appropriately.
6. Contribute photos, anecdotes and other documentation to children’s portfolios on Brightwheel.
7. Participate and know emergency procedures.
8. Attend staff meetings, performance reviews and professional development days.

**Job Type**
Hourly, non-exempt; Monday through Friday, 12:30pm to 6:00pm (part-time)

**Pay**
Starting at $18.00/hourly

**Additional Benefits (after 90-day probationary period)**
- Paid sick time
- Professional growth opportunities

_Updated November 2022_