

Preschool Teacher Assistant Job Description

- Assist teachers in transporting children to and from school or school activities
- Help with after-school sports activities
- Assist teachers with health, safety and supervision
- Help with classroom duties like cleanliness, such as wiping down tables and chairs
- Assist school administration
- Greet parents and visitors to the classroom
- Assist in parent conferences, home visits, and choosing appropriate play materials
- Facilitate parent-teacher conferences when needed
- Assist teachers in the classroom
- Ensure children are busy during the day
- Mark attendance for student check-in at the end of each day
- Help in the supply room as needed
- Provide clerical support to teachers
- Perform other miscellaneous duties as assigned by the administrative team.