

~ Little Learning Light Center ~  
**Preschool Teacher Assistant: Part Time Position (mornings only)**

Little Light Learning Center is a Christian preschool in Willoughby Hills. We are looking for a Teacher Assistant who can help create enhance the learning environment for our young students. The ideal candidate for this position enjoys working with children, understands how they learn and is dedicated to creating a nurturing learning atmosphere for every student.

**Responsibilities:**

- Assist the Lead Teacher in providing for the care and safety of the children
- May sometimes be responsible for preparing the daily activities for the children
- Assist in maintaining the daily activity schedule
- Assist in implementing of children's IEP or IFSP if appropriate, seeking clarification for any aspects that are not clear
- Responsible for ensuring cleanliness of the toys, equipment and the overall classroom
- Assist in cleaning and sanitizing the classroom as required on a daily basis
- Maintain all on-going certifications as directed by Administrator
- May participate in progress records on the development activities of each child and communicate observations to the Lead Teacher or child's care giver
- Maintain appropriate communication with children, parents, staff, supervisors and others as required
- May be involved in the planning, organization, and implementation of special events, specific projects, or program changes
- Employee may be asked to complete other related duties other than those indicated above as assigned by their Administrator / Lead Teacher

**Qualifications:**

- Associate degree in an education-related field, preferred
- High school diploma/GED required
- Valid ECE certification preferred
- 2+ years' experience as a Teacher Assistant or Paraprofessional
- Must pass BCII and FBI before first day of school
- Current and/or willingness to receive First Aid, CPR, Communicable Disease, and Child Abuse courses as required by the State of Ohio
- Excellent communication skills
- Compassionate attitude and strong understanding of child development

**To Apply:**

Please send a *cover letter with your intent, current resume and 2 professional references with contact information* to: [LLLCsearch@gmail.com](mailto:LLLCsearch@gmail.com) by May 15, 2020.