

BREATH OF LIFE CHRISTIAN CENTER  
3795 FRAYSER RALEIGH ROAD  
MEMPHIS, TENNESSEE 38128

HUMAN RESOURCES DEPARTMENT  
**JOB DESCRIPTION**

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Position:	Teacher Assistant	Department:	Preschool
Job Status:	Full Time/Part-time	Category:	Non-Exempt

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**PURPOSE:** To assist the classroom teacher in providing quality service to parents and children enrolled in the preschool.

**MINIMUM QUALIFICATIONS:**

- Christian of good moral character whose lifestyle supports the vision of BOLCC
- High School diploma or GED equivalent
- Favorable background check
- Previous experience working with preschool age children

**SKILLS:** Flexible, organized, good communication skills including proper grammar and speech, good listener, good comprehension, initiative, discretion

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- Assist classroom teacher in supervising children
- Assist in teaching age appropriate development skills
- Serve as classroom lead in teacher's absence
- Ensure children are treated with dignity and respect
- Attend staff meetings
- Participate in recommended training programs, conferences, courses and other aspects for professional growth
- Establish positive rapport with parents and children
- Monitor and assist with activities and lessons
- Promote a positive and fun learning environment
- Other related duties as assigned and necessary

**REPORTS TO:** Preschool Director

**APPLICATIONS ACCEPTED**  
**In Person: Tuesday - Friday 9am-3pm**  
**AT THE IMC ADMINISTRATIVE OFFICE**

**Download & print application: [Employment Application](#)**  
**Email Resume to: [personnel@bolcc.org](mailto:personnel@bolcc.org)**  
**Fax application & resume to: 901-373-9404**