
PRESCHOOL TEACHER ASSISTANT RESUME

Objective:

To obtain the position as Preschool Teacher Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

Summary of Skills:

- Excellent knowledge to carry out High Scope curriculum activities.
- Remarkable experience in preparing daily lessons
- Profound ability to maintain effective working relationships with other employees
- Proven ability to resolve conflicts and problems courteously and tactfully
- Remarkable knowledge of association documents

Work Experience:

Preschool Teacher Assistant
Derby Day Care Center, Missoula, MT
August 2005 to till date

- Helped teacher in maintaining attendance records, absent notes, lesson plans etc;
- Maintained daily evidence of Desired Results, and developed short and long range goals.
- Assisted in maintaining safety and security of children on and off grounds.
- Maintained high standards of health, nutrition and hygiene.
- Maintained necessary classroom supplies and equipment.

Preschool Teacher Assistant
Arizona's Children Association, Missoula, MT
May 2000 to July 2005.

- Managed to take over the class when the teacher is absent.
- Maintained attendance and meal count records; supervised designated groups of children.
- Assisted in the planning of curriculum; maintenance and decoration of bulletin boards; classroom safety etc.
- Assisted in all aspects and duties of preschool teaching; control and safety of all enrolled children.

Education:

Associate Degree in Arts
University of Florida, Gainesville, FL

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