



MINISTRY DESCRIPTION -PRESCHOOL SUPPORT TEACHER

POSITION DESCRIPTION

A support teacher is an important part of Woodbury Lutheran Preschool's ministry team and shares his/her God-given gifts for ministry in ways that are meaningful and enriching to the faith and daily lives of children and families. A support teacher helps maintain a Christian learning environment by nurturing children and assisting the classroom teacher with the support of classroom activities including snack, mealtime, rest times and other activities. In their work with children, support teachers support social and emotional development, encourage independence, facilitate age-appropriate learning and respect individual children's growth.

ESSENTIAL QUALIFICATIONS

- A personal, growing faith relationship with Jesus Christ
- Meet the requirements for aide teachers and experience standards in DHS 9503.0033
- Warm and friendly personality and ability to relate well to children
- Must maintain current CPR and First Aid certifications (training will be provided)
- Participate in orientation, ongoing training and pass a criminal background study
- Exhibit good communication skills and interpersonal skills
- Be able to see, hear, think, and move quickly to supervise children
- Must have the ability to physically perform job duties such as cleaning, lifting, carrying children and equipment, and getting down to children's eye level
- Experience working with young children in early education setting preferred

KEY RESPONSIBILITIES

- Assist in maintaining an environment that is Christ-centered, positive, supportive, nurturing and challenging for all children (including those who are at risk, with special needs, gifted, and/or culturally diverse)
- Assist in supporting the classroom activities under the direction of the teachers and director
 - ...mealtime/snacktime supervision, set-up and clean-up
 - ...bathroom support
 - ...overseeing classroom activities upon the request of teachers
 - ...assist lead teacher, as needed, with observation, testing, and record keeping
- Provide fresh drinking water, cleaning and sanitizing materials for classrooms each day
- Assure that the large muscle room is set-up and taken down on a daily basis (unless it can be left up overnight)
- Assist with the cleaning and sanitizing of toys and classroom equipment
- Support the teacher classroom staff with transitions by providing extra hands for that transition or providing necessary materials to ensure that the transition goes smoothly
- Encourage critical thinking, creativity, experimentation, exploration, problem-solving, cooperation, socialization, and choice making with children.
- Maintaining and environment conducive to learning and safety
 - ...always guaranteeing the health and safety and supervision of children
 - ...keeping the classroom clean, safe and in accordance with all licensing requirements
 - ...supervising and supporting meal and snack times and restroom times for children
 - ...know and be able to provide first aid, CPR, prevent the spread of blood-borne pathogens, and respond to crisis or emergency situations which may occur
 - ...encouraging and guiding appropriate behavior using positive discipline and Woodbury Lutheran's Behavior Guidance Policy under the teacher's supervision
 - ...awareness of materials and environment daily for safety, cleanliness,

- proper place and order
- ...reporting any problems which may occur with children or families to the director or teacher
- ...complying with DHS licensing guidelines, Parent Aware recommendations and church/staff policies found in staff handbooks
- ...participating in regular and seasonal cleaning, set up and inventory
- Communicate professionally with staff, parents, and families
 - ...treating children and all others with sensitivity, confidentiality, dignity, and respect
 - ...providing a culturally responsive environment in which all children and families feel welcomed, safe and secure.
 - ...participate in all staff meetings, training, professional development, and family events and programming throughout the year
- Assist with planning, special events, family engagement activities and ministry events per request
- Collaborate with director
 - ...prepare food for snack per the snack calendar
 - ...assure that paper product or other necessary items are available and on hand
 - ...to monitor allergies and assure that allergens are handled appropriately for each child
- Other duties as requested

Reports to Preschool Director and Teacher
Nine month appointment / hourly position