

# Preschool Assistant Teacher

## Point Loma Community Presbyterian Church

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### Our Mission

*At Point Loma Community Presbyterian Church (PLCPC) we seek to Experience Jesus, Strengthen the Church, Journey into Deeper Faith, and Transform our World.*

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Title: Preschool Assistant Teacher

Reports to: Preschool Director

Works with: PLCPC teaching staff, Ministry Staff, and Volunteers

Relates to: Children's Discipleship Committee of Session

Classification: Part-time

Salary Range: Depending on Education and Experience

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PLCPC uses techniques of emergent curriculum and play-based learning to promote social and emotional development. The children are also permitted to guide their learning to promote a lifelong love of education. The Preschool Assistant Teacher is responsible for ensuring a warm, nurturing, safe, and loving educational environment for children ages 2-Pre-K within the context of PLCPC's broader mission "Experience Jesus, Strengthen the Church, Journey into Deeper Faith, and Transform our World." The Preschool Assistant Teacher will work with and follow the direction of the lead teacher and director. This includes helping with developing the curriculum, supervising and interacting with the children, and ensuring that the practices of the preschool are in keeping with the Christian philosophy of the preschool and church. It is expected that each child's self-esteem is enhanced, independence encouraged, and individuality respected.

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### Primary Duties:

Responsibilities of the teaching assistants will include, but will not be limited to the following:

1. Assist in planning and implementing the daily program under the direction of the teacher
2. Assist in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
3. Assist in supervising the playground and other outdoor activities
4. Assist with the general housekeeping tasks by straightening the room at transition times and cleaning up after class
5. Assist the teacher in any other appropriate ways, setting examples for the teaching parents by keeping adult conversation to a minimum, and providing a model in the usage of appropriate words and behavior with the children. Serve as a positive liaison with parents
6. Maintain a professional attitude at all times
7. Treat all children with dignity and respect
8. Attend all staff meetings training programs and workshops/conferences
9. Carry out appropriate and positive guidance techniques as established by the school
10. Be familiar with and handle emergency procedures
11. Model appropriate social skills and nutrition habits for the children
12. Communicate the philosophy of the program to others
13. Perform other assigned duties as directed by the lead teacher or Director

Character:

1. Must be a committed disciple of the Lord Jesus Christ, with personal maturity in leading and serving others in a Christian lifestyle consistent with the PC(USA) Book of Order.
2. Have a sense of calling to the education and spiritual development of children and possess a charisma and style that attracts both children and their parents.
3. Have a strong commitment to your own personal spiritual, physical, and emotional well-being and development.
4. Have a strong commitment to servant leadership, working well independently, as well as part of a team.

Experience/ Education:

1. Must have a minimum of 6 Early Childhood Education Units and working towards 6 more to become a qualified teacher.
2. Minimum 1-year teaching experience in a licensed early childhood program with children ages 2-5 years of age in a group setting.
3. Must meet the state licensing requirements of Title 22
4. Must possess CPR and First Aid certification for infants and children.
5. Technical skills in computer use, including but not limited to, Word, PowerPoint, Excel, graphics, and communication through electronic and social media (Facebook, text, email, etc.)

- This is a Part-time, 12-month hourly position, 8:45 - 1:15 or 1:00-5:00 Monday-Friday
- Closed on major holidays and City School breaks.
- The annual salary range depends on experience and education
- Expected start date:
- Employment is contingent upon satisfactory completion of a background check (including but not limited to an investigation with the State and Federal authorities regarding any history of criminal activities), a TB test within the last six months, and enthusiastic personal and professional references.

Interested applicants are requested to provide a detailed resume with all relevant experience and at least three reference contact to [preschool@pointlomachurch.org](mailto:preschool@pointlomachurch.org)