

LAKE GROVE PRESBYTERIAN CHURCH POSITION DESCRIPTION

Title: Assistant Teacher, Noah's Ark Preschool

Reports To: Director of Noah's Ark Preschool.

Employment Classification: Part-time, Seasonal, Non-exempt

Approximate Time Required: 4.5 – 6.0 hours/day

Work Schedule: Classroom: weekdays 8:30 AM to 1:00 PM, on appointed days. Covenant Kids after-school program: weekdays, 12:30 to 2:30 PM, on appointed days. A twenty-minute paid break is included if a workday includes teaching and Covenant Kids. With supervisor approval, additional hours may be allowed and required for prepping materials, cleaning classrooms, teacher meetings, and special events.

Purpose: Our mission is to create a loving Christian environment with an emphasis on the developmental stages of the child. Activities are provided that are stimulating and age-appropriate and nurture each child's spiritual, physical, mental, and social development.

Essential Functions

Duties include, but are not limited to:

- In a Godly manner, help support all areas of learning, interaction, and care.
- Provide a safe, loving environment for every child.
- Demonstrate proper knowledge of the developmental stages of preschool-aged children.
- Respect each child's individuality, learning style, and level of maturity. Encourage each child, seeking their positive characteristics, gifts, and talents.
- Possibly rotate from classroom to classroom to assist and, on an as-needed basis, provide support while exhibiting flexibility to support transition times throughout the school day.
- Assemble supporting materials and be prepared for all assigned tasks and activities given by classroom teachers (including, but not limited to, leading a simple small group activity, preparing snacks, reading stories at certain group times, music and dancing at certain group times, support to, from, and during gym/hub/outdoor play times).

- Demonstrate proper knowledge of effective classroom management for preschool-aged children and implement techniques encouraging positive behavior and emotional and social development.
- Provide and participate with children in programming to engage them in art, music, creative play, role play, large and small motor skill development, and practical life skills.
- Plan and prepare daily gross motor activities in the Fellowship Hall (Gym).
- Plan and prepare outdoor play area activities daily. Plan and prepare HUB room activities on an as-needed basis.
- Be informed of and monitor special restrictions or limitations for all children, such as physical needs, food allergies, medical conditions, etc.
- Demonstrate proper knowledge of food preparation for daily snacks and lunches.
- Demonstrate proper knowledge of cleaning tables and the classroom during transition times and as needed.
- When sick or unable to come to class, report to the director promptly and secure an approved substitute.
- Other duties as assigned.

Professional and Personal Qualities

- Flexible team player with a high energy level and a positive attitude
- Experience with and a love of working with young children
- Ability to work independently and complete tasks with minimal supervision
- Understanding of child development
- Quality communication skills, both verbal and written
- Ability to problem solve and manage and prioritize multiple tasks

Education, Experience, and Certifications

- An ideal candidate will have education and equivalent experience teaching preschool-aged children.
- Document demonstrated success in being on a team.
- Apply to the Oregon Early Childhood Registry and pass the Oregon Central Background Check before the start date, preferably before the LGPC/Noah's Ark Preschool application process.
- Document current CPR and First Aid Certification and [Food Handler's Certification](#) within 30 days of the start date.

- Complete the following training within 30 days of starting: Recognizing and Reporting Child Abuse and Neglect (RRCAN) and Introduction To Child Care Health And Safety (ICCHS).
- Be responsible for taking 15 hours of training required by the state, including 8 hours in Child Development, within the program year.
- Demonstrate general computer literacy and proficient use of office equipment.

Physical Requirements

The conditions listed represent those that a team member must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the critical job descriptions.

- Environment: Classroom settings, outdoor play space, indoor play space, office work room.
- Physical: Sufficient physical ability to work in the above environments. Ability to arrange and organize classrooms and materials, get up and down the floor easily, stand and walk for long periods, climb and stand on ladders, and lift children aged five and under. Occasional lifting up to 50 pounds.
- Vision: See in the normal visual range with or without correction, vision sufficient to read computer screens and printed documents.
- Hearing: Hear in the normal audio range with or without correction.

Relationships: Collaborates with all Noah's Ark Preschool staff, Noah's Ark Preschool families, and Lake Grove Presbyterian Church staff.