

St. Paul Lutheran Church, Sheboygan Falls

MINISTRY POSITION: Assistant ECC Teacher

REPORTS TO: Director of Early Childhood Center

DATE: February 2024

MINISTRY: Early Childhood Center

REVISED BY: Stefanie Trakel

TEAM MINISTRY:

We ask all of our ministry staff to work together as a team under the Lordship of Jesus Christ toward the goal of helping lead our people into a growing relationship with their Savior. Each staff member is given specific areas of responsibility in the public ministry. St. Paul's Ministry responsibilities may change as the needs of the congregation change.

We expect our entire Leadership team to be constantly seeking the Lord's "vision" for our congregation. Our Lord has commanded us to "Go, making disciples of all nations...baptizing...and teaching them to obey (Christ)..." (Matthew 28:19-20). The people of St. Paul Lutheran Church, praying for God's guidance and strength to fulfill His command, have adopted this Mission Statement: "As friends of God through Jesus, empowered by the Spirit, we are Connecting People to Christ by sharing His love in word and action everywhere we are".

POSITION PURPOSE:

The Assistant ECC Teacher will actively assist the Teacher in the preschool, 4K or childcare classrooms. It is the responsibility of the Assistant Teacher to share the love of Christ with the children and assist with age-appropriate activities that help develop their physical, mental and social skills.

REPORTING RELATIONSHIP:

- Reports to the Director of the Early Childhood Center and under the direction of the Preschool, 4K and Childcare Teachers.
- No subordinates report to this position.

ESSENTIAL FUNCTIONS:

- Provide a positive Christian role model.
- Exhibit the ability to maintain a caring relationship with children, families and staff.
- Assist in maintaining a safe environment for the children.
- Help develop and prepare the classroom environment.
- Assist the teacher by managing the classroom through positive reinforcement, setting limits and active listening.
- Assist the teacher by supervising children at naptime, lunch, snack as well as during play, art and learning activities.
- Assist with transitions and planned activities.
- Lead group activities with the children.
- Assist with housekeeping responsibilities such as laundry and washing toys.
- Help maintain supplies and equipment
- Prepare materials as needed.
- Attend faculty and staff meetings as scheduled, in-service training as needed and 15 hours of continuing education each year.
- Positively promote and represent the Early Childhood Center in the congregation and community.
- Participate in Orientation Night, Lutheran Schools Week, Christmas Program, Graduation and Family Events.

NON-ESSENTIAL FUNCTIONS:

The following non-essential job functions are listed to inform you of significant duties and/or skills that form some of the bases for evaluation for merit increases of employees in this position.

- Performs other duties as assigned or as necessity dictates.

SPECIALIZED KNOW-HOW & REQUIREMENTS:

- Meet the educational requirements as established by the State of Wisconsin, Bureau of Early Care Regulation – a minimum of one Early Childhood course must be completed within 6 months of hire.
- Must be punctual for all scheduled duties.
- Exhibit Christian faith through word and deed, an active member of a Christian Church, have a clear understanding of the distinction between Law and Gospel and be willing to share God-given talents with the school, church and community on a voluntary basis.
- Excellent communication, interpersonal, discernment, teamwork, and organizational skills.
- Exhibit self-confidence, a sense of humor, be well groomed, honest, dependable and resourceful.
- Ability to address inappropriate behavior in a calm, patient manner
- Have up-to-date knowledge of child development and how young children learn, must be flexible, able to adapt to change, be creative and above all, must be able to relate to young children and accept each as a unique gift of God.

MENTAL/PHYSICAL REQUIREMENTS:

- Exposed to normal classroom environment.
- Must be able to get up and down easily, including sitting on the ground with children.
- Ability to mentally handle loud noises and the challenges of working in an active classroom.
- Must be able to change diapers and pull ups
- Must be able to lift up to 40 lbs or hold a struggling child
- Operates all equipment necessary to perform the job.