

# Alleluia! Lutheran Church

## Job Description

**Job Title: Assistant Teacher**

**Reports to: Little Blessings Director**

**Location: Alleluia! Lutheran Church**

**Department: Little Blessings**

**Type of position: Part-Time**

**Hours: Less than 30 hours per week**

**FLSA Classification: Non-Exempt/Timesheet Required**

**General Description:** Working with lead teacher supervision, assistant teachers help in the care, guidance, supervision, and education of children in a Christian preschool/kindergarten classroom environment. Perform duties to work with assigned individuals or with groups of students to ensure that learning and behavioral objectives are achieved.

Alleluia! has a strong work culture, evidenced by the deep commitment and extraordinary work ethic of its staff. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Other related duties may be assigned.

### Essential Duties

- Assist lead teachers with lesson preparation by getting materials ready and setting up equipment
- Plan, prepare, and develop various teaching aids for classroom use in classroom, including activity sheets, drawings, and similar handouts
- Participate in meetings with lead teachers regularly to understand lesson plans and instructional agendas
- Implement instructional plans as determined by lead teacher
- Apply lesson modifications as directed and supplement modifications as needed to ensure that learning objectives as needed to ensure that learning objectives are met
- Update lead teacher on student achievement and identify student who may need more help.
- Ensure the classroom environment is safe and clean
- Assist in maintaining a safe environment in common areas including the playground, corridors, and other school facilities
- Observe, document, and reinforce appropriate student behaviors; collaborating with lead teachers to recognize issues students are facing and recommend solutions
- Maintain an orderly classroom and handle disturbances in accordance with Little Blessings guidelines
- Provide physical care as needed with hygiene and independent living skills
- Comply with state, school, and class rules and regulations
- Attend all training classes, parent conferences, and faculty meetings as assigned
- Read and sign acknowledgement of policies and procedures as stated in Alleluia! Staff Handbook

### Spiritual Requirements

- Demonstrate the mission, vision, values, and culture principles of Alleluia! Lutheran Church

### Communication and Relationship Skills

- Verbal and communication skills sufficient to talk/speak with students to assist them with instruction
- Ability to read and comprehend basic/intermediate instructions given from written and oral sources
- Demonstrated motivated initiative with a "can do" approach for results-orientated outcomes
- Ability to work with a diverse group of individuals and is sensitive to individual differences

- Ability to maintain confidentiality of information regarding students, employees and others
- Ability to establish a supportive and compassionate relationship with students
- Ability to establish and maintain cooperative working relationships with students, parents, staff and others contacted in the course of work
- Ability to work as a member of a team
- Ability to report work orally or in writing to supervisor as required
- Ability to carry out instructions furnished in written or oral form
- Ability to read, write speak and comprehend English fluently

### **Reasoning Ability**

- Ability to work independently and know when to seek guidance from leadership
- Demonstrate sound discretion, professional judgement, and business ethics in decision making
- Demonstrated ability to use diplomacy and tact in all communication, written and verbal
- Ability to maintain composure in stressful situations and adapt in response to changing conditions
- Ability to work independently, stay on task, multi-task and take responsibility to complete assigned projects in a timely and efficient manner

### **Physical Requirements**

- Work outdoors during outdoor activities
- Ability to stand long hours
- Ability to bend, squat, and kneel to assist students with floor activities.
- Ability to use physical ability to lift students and perform other manipulations in order to assist students with daily living skills
- Ability to push, pull lift or carry up to 50 lbs.

### **Education**

- High school diploma
- Valid CPR and first aid certification within a year of hire
- Must have a current TB test on file as required by regulations

### **Employment at Will**

All employees of Alleluia! Church are at-will, and as such, are free to resign any time without reason. Alleluia! Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Alleluia! Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

**Acknowledgement**

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything that I have been given in the past. I further understand that I am expected to follow my job as outlined above and if I have any questions of what is expected of me, I will speak to my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members are not to be construed as an exhaustive list of responsibilities, duties, and skills of staff so classified. Therefore, I may perform other related tasks under the direction of my supervisor.

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

**Reviewed/Approved by: Alleluia! Church Job Description Committee**

**Date: May 2024**