



Meet Jesus Make Friends Make a Difference

Position: Preschool Assistant Teacher

Accountable to: Preschool Director

Purpose:

To provide the children of our members and the community with quality education that builds and nurtures each child's spiritual, intellectual, emotional, social and physical development in a distinctly Christian environment where each child will feel safe, supported and valued.

Primary Duties and Responsibilities

- Help provide a safe environment conducive to Christian learning that meets all necessary requirements.
- Assist Teacher develop meaningful, focused and Christ-centered curricula, programs and activities that lead to an exceptional learning environment.
- Help prepare activities as directed by Teacher.
- Assist Teacher to maintain a consistent and predictable schedule for the children throughout the day. Activities are to be focused on learning. There will be a balance active time with quiet time, teacher directed activities with child selected ones, and structured learning with open ended play.
- Ability to maintain a calm learning environment in the classroom. Using effective behavior management techniques, redirection, and natural consequences to help each child to self-regulate and develop positive behaviors.
- Respond to the individual needs and learning styles of each child.
- Communicate with parents if desired by the teacher. Be able to report what happened in the day and communicate positive events about each child to the parent at pick up time.
- Prepare and lead large motor experiences.
- Assist Teacher with authentic observations and assessment.
- Balance keeping children and classroom areas clean and neat with the joy of early childhood learning that allows for mess and experimentation.
- Attend all staff meetings and trainings, fundraising events, Christmas program, Preschool Sunday, & Last Day Celebrations.
- Have/Acquire SUIDS, AHT, Pediatric CPR and Pediatric First Aid training.
- Effectively communicate Family of Christ Preschool policies to parents.
- Help connect families enrolled in Family of Christ Preschool with the ministries and programs taking place at Family of Christ Church.



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Additional Expectations of Position

- Classroom set up in fall.
- Childcare during parent conferences (two times per year).
- Classroom clean up in the spring.
- In-service training (12 or 24 hours per State of MN guidelines for hours worked.)
- Additional expectations as identified by the Preschool Director.

Qualifications and Education: Assistant Teachers must; meet qualifications for Assistant Teacher under DHS Rule 3 Standard (Staff Qualifications 9503.0033), be willing to submit to and pass a background check including fingerprinting.

Physical Requirements: The physical demands are representative of those that must be met by the Assistant Teacher to successfully perform the essential functions of the job. They include: occasionally lifting, carrying, pushing, and/or pulling up to 45 pounds, some climbing and balancing, bending and crouching to get down to the child’s level, significant fine finger dexterity.

Desired Qualities: Maintains professional demeanor consistent with the Christian faith at all times; radiates the love of Christ; demonstrates a vibrant love of children and education; possesses good organizational skills; has excellent communication skills; and an encouraging “team player.”

Staff _____ Date _____

Manager _____ Date _____