

## Faith Community UMC Position Description

Position Title:	Assistant Preschool Teacher
Reports To:	Director of Preschool
Ministry:	Preschool
Classification:	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time
FLSA Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt

### KINGDOM PURPOSE

Promote the Kingdom of God by creating a safe and loving atmosphere for children to further the Mission and Vision of Faith Community UMC.

### Spiritual

- Professes Jesus Christ as Lord and Savior
- Commits to personal spiritual growth
- Considers this position a life ministry, not just a job
- Models standards and expectations of staff within FCUMC, including membership and worship attendance in a Christian Church

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Supports and promotes the decisions made by the Director, Church Boards, and Teaching Staff
- Maintain a positive attitude, be faithful in attendance, prepared and timely
- Consistently follows the rules and procedures of the Preschool, included in the Preschool Handbook, and ODJFS
- Maintain and obtain certification in CPR, First Aid, Communicable Disease, and Child Abuse Classes and Continuing Education hours as mandated by the State of Ohio
- Comply with all safety and emergency procedures and effectively use them to keep students safe
- Maintain flexibility in the classroom schedule and setting to adapt to the needs of students
- Assist the lead teacher in managing the daily running of the Preschool classroom
  - Supervise the students, and volunteers in the classroom
  - Help implement state policies into the classroom ensuring compliance with ODJFS licensing rules
  - Help the lead teacher implement activities to meet the physical, emotional, intellectual, and social needs of students
  - Respond to the needs of the students; refocusing or assisting a student while the lead teacher is otherwise occupied
  - Share observations and suggestions regarding students and classroom activities with the lead teacher
  - Engage and interact with students; actively participating
  - Use discretion when communicating with families. The responsibility of discussing issues with families lies with the lead teacher
  - Prepare materials as directed by the lead teacher in advance and have onsite
  - Ensure that the classroom and areas used by the Preschool are clean, well maintained and safe
  - Integrate special needs children in a positive and respectful manner.
- Attend monthly staff meetings, scheduled classes, and special events
- Assume the lead teacher's position in their absence
- Perform other necessary and related work as may be assigned

## QUALIFICATIONS

### Education and Experience

- High School Diploma
- Experience working with children preferred

### Skills

- Excellent team-based abilities
- Supervisory and motivational skills
- Exceptional communication and organizational skills
- Great relational skills with adults and children
- Problem solving and decision-making skills
- Stress management skills
- Basic computer skills

## Physical Requirements

This position requires (check all that apply):

- Normal periods of sitting and standing in a classroom environment.
- Extended periods of sitting at a workstation/desk in an office environment.
- Extended period of standing.
- Lifting and/or pushing objects up to 40 lbs. on a regular basis
- Lifting and/or pushing objects or children up to lbs. on an occasional basis
- Working with heavy machinery or equipment on  regular  occasional basis such as:
- Working outdoors in potentially inclement weather conditions.
- Working at heights of up to \_\_\_\_\_ feet.
- Other:
  - Ability to sit on floor or child size furniture
  - Ability to remain active and engaged with students
  - May need to assist a student who needs to be changed due to toileting issues

---

*All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not be construed as an exhaustive statement of duties and responsibilities or requirements. Staff may be required to perform other job-related duties as requested by their supervisor. This job description reflects assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description is not approved or for official use without the approval of Human Resources, as indicated below.*