

# **Little Ones of Our Savior Early Childhood Development Center**

## **Assistant Teacher – Job Description**

### **Mission Statement of Little Ones of Our Savior:**

Our mission is to provide children in our community an opportunity to grow in God's grace in a caring environment that promotes the development of their whole being.

The assistant teacher, in cooperation with the Director, preschool committee, Leadership Team, and church and preschool staff, is responsible for carrying out the mission statement of Little Ones of Our Savior.

We are looking for an assistant teacher with experience implementing an active learning curriculum for our 2 ½ year old classroom.

### **Job Qualifications:**

- Christian by affirmation of faith and example
- Active member of a Lutheran Church – Missouri Synod preferred
- Experience in an early childhood program preferred
- Excellent communication skills
- Professional appearance and demeanor
- Trained in first aid and CPR or willing to obtain training
- Willingness to grow both spiritually and professionally

### **Job Responsibilities:**

- Share the gospel with children and their families
- Work with the lead teacher to develop and implement curriculum that meets the mission of the school
- Help promote all areas of learning including physical, emotional, spiritual, social, and cognitive
- Assist the teacher in implementing lessons plans
- Follow all personnel guidelines set forth in the staff handbook
- Work with the lead teacher to evaluate students in relation to their school progress, abilities, and needs
- Maintain indoor and outdoor areas of school to reflect a Christian environment appropriate and safe for young children
- Maintain positive relationships among students, staff, and families
- Be a positive voice and represent the preschool in a positive light in the community
- Attend staff meetings, fund raisers, and other preschool events and activities requested by the Director (eg. when preschool sings in church)
- Keep abreast of research and new developments in the field of early childhood education
- Participate in professional organizations when possible

- Work with Director on a personal development plan and work towards goals of improvement
- Attend all in-service or off-site training offered by the Director/school
- Know emergency procedures and comply with all state regulated policies
- Prepare and serve snacks and/or lunches
- Help maintain supplies, materials, equipment, and toys in classroom
- Help update bulletin boards, display artwork, etc.
- Cover for full-time staff during the lunch period
- Other tasks deemed necessary by the Director and/or lead teacher

**Work Schedule:** Part-time days. Up to 30 hours per week.

**Hiring is contingent upon a successful medical examination report and favorable TB test as well as a successful background check. Probationary period is ninety days. During this time frame, an evaluation will be conducted to determine suitability for the position.**