

Good Shepherd Lutheran Church

Job Title: Building Blocks Preschool Assistant Teacher

Date: 7/3/2012

Reports To: Building Blocks Director

Directly Supervises: N/A

Status: Part-time

FLSA: Non-exempt

Job Summary: To assist in providing a safe and caring environment where each child's natural excitement for exploring, discovering, and learning are nurtured; to assist in providing a developmentally appropriate education in accordance with each child's ability and to establish and maintain good relationships with parents and other staff members.

Church Preschool Mission and Philosophy: The mission is to provide excellence in education for young children from diverse backgrounds; to provide a child-centered program that promotes play-based learning while children develop a Christ-centered value system; to develop life-long learners. The philosophy is to provide a semi-structured learning environment that promotes gross motor and fine motor development; to promote the family unit as an integral part of a child's desire to learn by providing opportunities for family involvement throughout the school year.

Staff Mission Statement: Equipping, encouraging and empowering the members and constituents of Good Shepherd Lutheran Church to Follow Christ, Grow in Faith, and Share God's Love.

Essential Functions: Ability to:

- establish an encouraging, caring, and safe environment.
- assume the responsibilities of the Teacher.
- communicate clearly and effectively.
- work collaboratively with children, families, other staff members, and the community.
- judge when situations and/or information should be called to the attention of the Director.
- demonstrate respect, sensitivity, and confidentiality for the individual needs of children and their families.
- adhere to schedule, while remaining flexible as needed.
- interact with children on their level – bending stooping, lifting, and sitting on the floor.

Job Responsibilities:

- Assist in implementing an appropriate teaching program for each child that maintains Good Shepherd's preschool philosophy and policies.
- Assist in providing a variety of stimulating hands-on activities in science, social studies, art, music, motor development, early literacy, math, language development, religious education, and social/emotional skills designed to challenge each child's emerging abilities and individual needs, interests, special talents, and learning styles.
- Assist the Teacher in the general supervision and management of the classroom, according to the preschool's philosophy and policies.
- Assist in ensuring a comfortable, clean, and safe environment for children, including room arrangement, appearance, and furnishings, including helping with general housekeeping tasks.
- Supervise the classroom when the teacher is out of the room.
- Treat children with dignity and respect, considering individual cultures and diverse socio-economic backgrounds.
- Assist the teacher in gathering and preparing materials for various planned structured and unstructured activities and centers as specified in lesson plans.
- Participate in monthly staff meetings, planned professional development days, and all special school events.
- Complete 6 hours of continuing education every school year.
- Actively assist in fundraising activities and public relations events, and encourage parent involvement.
- Assist in maintaining classroom supplies and equipment in proper order and bring needs for replacement or repairs to the Director's attention.
- Adhere to the academic calendar and school arrival and departure times and prepare functional substitute plans prior to absences.

Minimum Qualifications: Must be professionally prepared as a teacher of young children, especially in the field of early childhood education; must be a sensitive and mature individual, able to relate well to both children and adults; 1-3 years experience working with young children; Missouri State Teachers certification in elementary or early childhood education preferred.

Physical Requirements:

- Ability to move freely throughout the church.

Core Competencies:

- To be a person of Christian Faith.
- To work effectively with congregational members at all levels while maintaining a broad and objective view of specific congregational issues.
- To have knowledge of human relations and human behavior.
- To have the ability to interface smoothly with staff, ministry teams, and the congregation.