

Assistant Teacher's Job Description

Transforming our world, one life at a time, through the power of God's living Word.

Qualifications:

- High school Graduate –some early childhood experience preferred
- Demonstrate a transformed life and a living relationship with the Lord Jesus Christ

Responsibilities include, but are not limited to:

- Assist in the planning and execution of the daily program, including but not limited to lessons, daily snack, maintaining room organization and cleanliness and project preparation and clean up.
- Assist Teacher/Director in supervision of children.
- Provide a Christ-centered and loving environment for the children.
- Assist Head Teacher in maintaining a developmentally appropriate classroom environment.
- Attend to and assist children with daily activities and health/hygiene needs.
- Be aware of the needs of individual children and their parents/families and take action accordingly.
- Treat each person (staff, children and parents) with dignity and respect.
- Report to director needed supplies to be purchased; (paint, paste, napkins, etc.)
- Attend scheduled preschool faculty meetings
- Stay current on early education practices for the age group you work with.
- Attend all school related functions for your class and/or the entire school deemed appropriate by the Director, including but not limited to the following - Ice Cream Social, Christmas Program, Open House, Sunbeam Sunday, and the end of the year Celebration.
- Follow all procedures set forth by Director and Head Teacher.
- Know and understand all policies in Family and Staff handbooks.

Hours

- Assistant teachers' typical schedule is 8:30 a.m. – 12:30 p.m. during First Trinity Preschool's posted school calendar.
- Other times as requested.

Preschool Director

Date

Director of Transformation Ministries

Date

Teacher

Date