

Job Description

Preschool Assistant Teacher

SUMMARY

The Preschool Assistant Teacher assists the Lead Teacher in supervising, guiding and mentoring children, as well as aiding in classroom management and safety. This person works to fulfill the Glory Days Preschool mission to encourage children's social, intellectual and spiritual growth in a safe, fun, Godly environment; and partners with SPC staff to fulfill the church's mission of being a "Christ centered, mission minded family."

ACCOUNTABILITY/SUPERVISION

Accountable to and supervised by Glory Days Preschool Director

RESPONSIBILITIES

1. Classroom Teaching

- Assist the Lead Teacher in supervising, teaching, directing and mentoring children during preschool classes
- Help maintain the safety of the classroom, including check-in and check-out procedures
- Communicate effectively and considerately with parents
- Assist with lunch bunch
- Serve as Lead Teacher when Lead is absent

2. Classroom Planning and Maintenance

- Assist in curriculum planning and implementation as directed by Lead Teacher
- Help organize classroom and purchase supplies within a specified budget
- Assist with set-up and clean-up of classroom

3. Professional Development

- Complete 10 hours of continuing education per school year
- Attend weekly staff devotions and monthly staff meetings
- CPR/First Aid training required

QUALIFICATIONS

- Growing personal commitment to Jesus Christ, the body of Christ, and God's work in the world
- Able to work cooperatively on a team
- Experience working with preschool-aged children and background in education preferred
- Organized and skilled in time-management
- Able to relate and communicate well with people
- Able to pass a background check
- Proficiency in Microsoft Office programs preferred

HOURS, Non-exempt

Job Responsibilities	Weekly Hours (2-day)	Weekly Hours (3-day)	Weekly Hours (4-day)
Classroom Teaching	9	13.5	18
Planning and Other	1	1	1
Total	10	14.5	19