

# *Precious Promises Preschool*

## **Job Description**

Job Title: **ASSISTANT TEACHER**

Hours: **Part-time**. 8:30am arrival for class that meets 9:00a-12:30p M-F, mid-August through mid-May. Times may vary depending on classroom placement.

Reports to: Precious Promises Preschool Director

### **PRINCIPLE FUNCTIONS**

To assist a lead classroom teacher in offering a classroom experience for preschoolers that meets the emotional, intellectual, social and spiritual needs of an individual and the group.

### **QUALIFICATIONS**

1. Must have received Jesus Christ as his/her personal savior and have demonstrated a practical submission to His Lordship in his/her life.
2. Must love children.
3. Must be able to articulate his/her understanding of the Christian faith in terms of a child's experience.
4. Display knowledge and understanding of the developmental levels of the age group with whom you are working.
5. Must interact well with others – students, staff members and parents/guardians of students.
6. Must be able to communicate with parents in an informed tactful way, recognizing the importance of parent input for a consistent approach to a child's care as directed by lead teacher.
7. Must be a self-starter, punctual, discreet and dependable, willing to learn and grow.

## **REQUIREMENTS**

1. Must be at least 18 years old, have a high school diploma or equivalent. Must undergo and pass background check (including fingerprinting.)
2. Must have completed (or complete) 45 hours of mandated FL DCF training, First Aid & Pediatric CPR and Fire Extinguisher training requirements.
3. Experience in childcare or teaching preschool preferred.

## **RESPONSIBILITIES**

1. Present him/herself and instruction of children in a manner consistent with the doctrinal statement and philosophy of Christian Family Chapel without reservation.
2. Continuously strive to achieve the goals of Precious Promises Preschool.
3. Ensure the well-being of all children in the program by providing the supervision and support necessary for their safety and educational, emotional and spiritual development.
4. Interact and encourage children in the activities during the day.
5. Help the children control behavior using a positive, consistent approach.
6. Provide nurturing as needed, but help the children develop independence.
7. Help the children learn good social skills.
8. Help each parent feel at ease.
9. Assist the teacher in planning activities for the class when asked, and to offer suggestions and information about the children.
10. Pass on observations regarding the children's health, behavior, and development to the teacher.
11. Attend staff meetings and required training courses.
12. Assume the role of teacher in the absence of the teacher if necessary.
13. Assist in the drop-off and pick-up of children by walking the children to their classroom in the morning and taking them out to their car in the afternoon.

14. Other duties as required.

## **ACCOUNTABILITY**

Performance will be formally evaluated at least annually by the Director of Precious Promises Preschool.