

First Lutheran Church

POSITION DESCRIPTION

Position Title: Preschool Assistant Teacher (Exempt)

REPORTING RELATIONSHIPS

Position Reports to: Preschool Director

Position Supervises: None

POSITION PURPOSE

Provide a Christian based learning experience that is developmentally appropriate for children assigned to the teacher's classroom.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Supports the Teacher in the following functions:
 - Implements the Preschool's Christian based curriculum by planning and implementing daily lessons.
 - Supervises children, particularly those assigned to the teacher's classroom, providing care and developmentally appropriate activities.
 - Interacts with Teacher to provide for parental involvement; provides input for future curriculum development, and; communicates with students and parents.
2. Maintains a professional demeanor and models Christian behaviors at all times.
3. Maintains confidentiality with regard to student records or other communications as appropriate.
4. Other duties as assigned.

OTHER RESPONSIBILITIES

- Is physically present in the classroom, or other area where students under their care may be located, beginning 30 minutes before scheduled student arrivals. Should remain in the classroom or other areas where students are under their care 30 minutes following the last student's departure.
- Helps teacher prepare the classroom for learning before school starts and helps maintain the room's readiness throughout the school year.
- Attend semi-monthly staff meetings.

SUPERVISORY RESPONSIBILITIES

- Provides direction for any assistant or volunteer while in the classroom.

QUALIFICATIONS / REQUIREMENTS

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| Education / Experience | <ul style="list-style-type: none">• Meet or exceed state standards for an accredited preschool assistant teacher.• Knowledge related to the growth and development of children.• High School or General Education diploma.• Pre-K assistant teacher only – proper certification to drive the van on field trips.• Valid driver's license. |
| Knowledge / Skills | <ul style="list-style-type: none">• Certified in CPR. Prefer certification in First Aid as well. |
| Language Requirements | <ul style="list-style-type: none">• Fluent in English. |
| Mathematical Requirements | <ul style="list-style-type: none">• Able to add, subtract, multiply and divide. |
| Reasoning Ability | <ul style="list-style-type: none">• Able to analyze and respond to a variety of situations. |
| Physical Demands | <ul style="list-style-type: none">• Regularly required to see, hear, stand, walk, crawl, run, climb, balance, kneel, and stoop.• Ability to lift up to 50 pounds.• Ability to operate a vehicle. |
| Attendance | <ul style="list-style-type: none">• Regular and predictable attendance is an essential requirement. |