

Assistant Teacher/Staff Aide

St. John's Early Learning Center

ROLES AND FUNCTION OF ASSISTANT TEACHERS/STAFF AIDES:

- Serves in the individual classroom as a classroom assistant
- Helps lead teacher carry out lesson plans and activities for a successful, developmentally appropriate program
- Individual must demonstrate a mature Christian witness and responsive caregiving for young children
- Position may be part-time or full time, paid hourly or salary wages

ACCOUNTABILITY:

- Works directly under the supervision of ELC Director or a lead teacher
- Serves as a team member with all other ELC personnel in developing and implementing an effective total ministry
- Team relationships will be characterized by loyalty, respect, and cooperation in a common purpose and ministry in Connecting People with Jesus

REQUIRED QUALIFICATIONS:

- Must be able to pass criminal background check
- Teachers Assistants:
 - Must be at least twenty-one (21) years of age and have 1820 hours of verified experience in the care and supervision of four (4) or more children under six (6) years of age.
 - ECT certificate from the state is preferable
- Staff Aides:
 - Must be at least sixteen (18) years of age and must work directly under the supervision of the ELC Director or lead teacher
 - Pursuit of Colorado EC professional credential is encouraged

- Christian affiliation—all other factors being equal, preference in hiring will be given as follows:
 - Contracting an individual who is a member at St. John's Lutheran Church, or is willing to become a member
 - Contracting an individual who is from the community and affiliated with another Christian congregation

RESPONSIBILITIES:

- Strive to follow the Teacher Characteristics outlined in policy 0402-03 as they apply to the ELC staff
- Be responsible for the care and supervision of children in the classroom, indoor play court, on the outdoor playground, and any other areas used with the class
- Assist the lead teacher in implementing the lesson plans and in guidance (discipline) of the children
- Be physically capable of lifting up to thirty (30) pounds from floor to waist high counter multiple times daily
- Be responsible for some light housekeeping duties including:
 - Vacuuming/sweeping
 - Cleaning tables after meals
 - Cleaning toys and classroom equipment, including diapering tables
- Meet the licensing requirement for fifteen (15) hours of in-service training annually
- Hold current First Aid, Universal Precautions, and CPR Certification
- Attend worship services faithfully
- Demonstrate faith in Jesus to all under his/her direction and care
- Perform other duties as requested by supervising Lead Teacher or ELC Director

DAYS TO WORK:

- Monday through Friday
- Shifts may fall between 6:30am and 6:00pm
- Hours vary based on Full-Time or Part-Time status, as well as availability

PAY:

- Varies based on education and experience
- Starting pay is \$18 per hour