

Joyful Mission Preschool Job Description

Job Title: Assistant Early Childhood Teacher

Reports To: Preschool Director and/or Early Childhood Teacher

FLSA: Part time Non-Exempt Hourly

Summary: Assists in teaching a faith based curriculum to develop basic social skills and a love of learning by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Assists the early childhood teacher in implementing the Christian curriculum and weekly lesson plans for assigned class.*
2. Assists in meeting the needs of each individual child with concern for his/her interests, abilities, special talents, and individual style and pace of learning, and also treats others with dignity and respect.*
3. Gathers and shares information regarding each child's assessments as requested by the early childhood teacher.*
4. Maintains a clean, organized, and healthy environment to meet all state of Colorado licensing requirements.*
5. Assists in ensuring an ordered arrangement, appearance, décor, and learning environment.*
6. Assists and implements care plans and protocols for student allergies.*
7. Attends scheduled staff meetings, training, planning sessions, and school-related functions.*
8. Attends conferences and workshops available for continuing education hours.*
9. Assists in special events sponsored by the preschool outside of normal classroom hours.*
10. Complies with Joyful Mission Preschool's personnel and parent handbook.*
11. Performs tasks delegated by the early childhood teacher such as activity preparation, photo-copying, laminating, snack preparation and clean-up, and toileting responsibilities.*

*Essential Function

12. Completes incident/accident reports when necessary.*
13. Contributes ideas for the monthly classroom newsletter.*
14. Shares all relevant information with the director and early childhood teacher.*
15. Supports the mission and vision of Joy Lutheran Church, Rocky Mountain Synod (RMS), and the Evangelical Lutheran Church in America.*
16. Performs other duties as required by management.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing software and internet software.

Education/Experience:

Prior experience working with children under the age of seven

Specialized Training:

- Successful completion of Colorado Bureau of Investigation's background check
- Participates in a minimum of 15 hours of continuing education per school year

*Essential Function

Certificates and Licenses:

- Meets the state requirements to be an assistant early childhood teacher
- Holds current certifications in Standard Precautions
- Maintains up-to-date health physical, immunization, and any other documents required by state licensing

Knowledge, Skills and Other Abilities:

- Must be flexible and adaptable to change
- Strong planning, organizing, and communication skills
- Exemplary attention to detail
- Ability to work well with a variety of personalities
- Remains calm in stressful situations

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, stoop, kneel, crouch or crawl, talk or hear, and taste or smell. The employee must regularly lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to blood, urine, feces and mucus.

The noise level in the work environment is usually moderate.

Acceptance Statement for the Assistant Early Childhood Teacher Job Description:

I have read and understand and accept the job description including the qualifications and the requirements of the described position. If I am chosen for this position, I certify that I can and will perform the duties and all responsibilities required for this position.

I understand that Colorado is an at-will state which means that I may resign at any time and may be discharged at any time with or without cause.

*Essential Function

