

CHILD CARE STAFF

Faith Friends Preschool & Learning Center

A ministry of Faith United Methodist Church

300 9th Street NW, North Canton, OH 44720 • (330) 499-1780

**Come join our wonderful team, committed to
bettering the lives of children!**

Do you have a passion for children?
We are now looking for 2022-2023 Program staff!
15 - 30 hours per week, Monday – Friday
Starting at \$11.50/hour
Ages 18 months – 5th grade

Interested?

Please email Grace at gberry@faithumchurch.org or call (330) 499-1780

Title – Lead Teacher

Purpose of Position

Work with children, parents, Director and Assistant Teacher to provide a quality preschool program where children can grow and learn.

Major Duties and Responsibilities

- Understand the philosophy of Faith Friends Preschool & Learning Center.
- Responsible for the welfare, health, and safety of the children in assigned group.
- Plan and implement developmentally appropriate activities based on weekly themes, incorporating the Early Learning Content Standards.
- Provide monthly lesson plans to the Director by the 15th of the prior month for approval.
- Create a monthly newsletter for classroom parents.
- Keep individual records for each child (as specified for child assessments) to be shared with parents at the annual parent conference.
- Inform parent of child's progress or delays and conduct parent conference.
- Prepare and plan for the summer camp program (if Full-time).
- Prepare supply lists for items needed in classroom.
- Plan, prepare and participate in the annual Christmas Program.
- Identify individual needs and strengths of children, communicate effectively at a child's level of understanding, show genuine love and concern and be a good listener.
- Plan with and clarify expectations for the Assistant Teacher assigned to class. Assign activities and specified jobs to best utilize the Assistant Teacher.
- Prepare the classroom environment and maintain the cleanliness of the classroom and materials.
- Keep employee file updated to meet licensing and center requirements for in-service training.
- Attend staff meetings and other meetings as designated by Director.
- Work with all staff members in a cooperative manner to achieve the objectives of the program.
- Inform Director in cases of unreasonable behavior, parent complaints, or other problems which should be handled by the Director in the best interest of the center or child.
- Understand and adhere to statutory reporting requirements for suspected cases of child abuse.
- Perform all other duties as assigned by Director.
- Knowledgeable of church policies and adhere to the Employee Handbook in particular.
- Follow all rules and regulations as outline by ODJFS.

Knowledge, Skills and Abilities

- Understand the developmentally appropriate practices of early childhood education.
- Have a thorough understanding of the development of young children.
- Have a thorough understanding of the Early Learning Content Standards.
- Discretion in handling confidential matters.
- Must pass background check, including fingerprinting.
- Possess good reading, writing, speaking and listening skills.
- Must be able to sit, walk, reach with hands and arms, stoop, kneel and bend.
- Must occasionally lift and/or move up to 50 pounds.

Education and Training

- High School Diploma
- Child Development Associate credential, Associates Degree in Early Childhood Education or Bachelor's Degree in Early Childhood Education is desired.
- Have verifiable satisfactory experience working with young children.
- Must meet all licensing requirements.

Work Schedule & Pay Rate

- Hourly - Full-time position (35 or more hours per week – 52 weeks per year)
- Hourly Rate is \$13.00/hour

Reports to Director of Faith Friends Preschool & Learning Center

Employee Signature

Date

Director Signature

Date

Title – Assistant Teacher**Purpose of Position**

- Assist the Lead Teacher in working with children, parents, staff and Director to provide a quality preschool and/or child care program.

Major Duties and Responsibilities

- Understand the philosophy of Faith Friends Preschool & Learning Center.
- Responsible for the welfare, health, and safety of the children in assigned group.
- Assist in providing appropriate learning experiences for children in all content areas.
- Report problems of child/room management or any other pertinent information to the Lead Teacher/School Age Coordinator.
- Assist in promoting and supervising the healthy emotional, social, intellectual, and physical development of each child.
- Assist in upkeep and cleanliness of all classroom equipment and materials.
- Prepare daily program activities as instructed by the Lead Teacher.
- Keep employee file updated to meet all licensing and center requirements.
- Attend staff meetings and other meetings as designated by Director.
- Work with all staff in a cooperative manner to achieve the objectives of the program.
- Inform Director in cases of unreasonable behavior, parent complaints, or other problems which should be handled by the Director in the best interest of the center.
- Understand and adhere to statutory reporting requirements for suspected cases of child abuse.
- Adhere to the Employee Handbook and church policies.
- Follow all rules and regulations as outline by ODJFS.
- Perform all other duties as assigned by Director.

Knowledge, Skills and Abilities

- Understand developmentally appropriate practices of early childhood education.
- Must have a willingness to work under the supervision of a professional teacher.
- Discretion in handling confidential matters.
- Must pass required background checks and meet ODJFS licensing requirements.

Education and Training

- High School Diploma
- Have verifiable satisfactory experience working with children and coworkers.
- Must meet all state licensing requirements.
- Possess good reading, writing, speaking and listening skills.
- Must be able to sit, walk, reach with hands and arms, stoop, kneel and bend.
- Must occasionally lift and/or move up to 50 pounds.

Work Schedule & Pay Rate

- Hourly Part-Time Position Monday-Friday 5-34 hours per week
- Hourly Rate is \$11.50/hour

Reports to Director of Faith Friends Preschool & Learning Center**Reviewed by**

Supervisor _____ Date _____

Employee _____ Date _____