



MINISTRY DESCRIPTION -PRESCHOOL ASSISTANT TEACHER

POSITION DESCRIPTION

An assistant teacher is an important part of Woodbury Lutheran Preschool's ministry team and shares his/her God-given gifts for ministry in ways that are meaningful and enriching to the faith and daily lives of children and families. Assistant teachers help establish a Christian learning environment by nurturing children and assisting the classroom teacher with the general supervision and management of the class of children. In their work with children, assistant teachers support social and emotional development, encourage independence, facilitate age-appropriate learning and respect individual children's growth.

ESSENTIAL QUALIFICATIONS

- A personal, growing faith relationship with Jesus Christ
- Meet the requirements for assistant teachers and experience standards in DHS 9503.0033
- Warm and friendly personality and ability to relate well to children
- Must maintain current CPR and First Aid certifications (training will be provided)
- Participate in orientation, ongoing training and pass a criminal background study
- Exhibit good communication skills and interpersonal skills
- Be able to see, hear, think, and move quickly to supervise children
- Must have the ability to physically perform job duties such as cleaning, lifting, carrying children and equipment, and getting down to children's eye level
- Experience working with young children in early education setting preferred

KEY RESPONSIBILITIES

- Maintain an environment that is Christ-centered, positive, supportive, nurturing and challenging for all children (including those who are at risk, with special needs, gifted, and/or culturally diverse)
- Assist in implementing the daily lesson plan and activities under the direction of the teacher
 - ...helping to prepare new materials, projects and activities, setting up learning centers and gathering/cleaning up necessary supplies for activities
 - ...demonstrate materials/activities
 - ...assist in small and large group activities, being alert to needs of lead teacher
 - ...provide positive behavioral guidance and role modeling
 - ...assist lead teacher, as needed, with observation, testing, and record keeping
- Support the teacher in all aspects of the daily schedule including transitions
- Encourage critical thinking, creativity, experimentation, exploration, problem-solving, cooperation, socialization, and choice making with children.
- Maintaining and environment conducive to learning and safety
 - ...always guaranteeing the health and safety and supervision of children
 - ...keeping the classroom clean, safe and in accordance with all licensing requirements
 - ...supervising and supporting meal and snack times and restroom times for children
 - ...know and be able to provide first aid, CPR, prevent the spread of blood-borne pathogens, and respond to crisis or emergency situations which may occur
 - ...encouraging and guiding appropriate behavior using positive discipline and Woodbury Lutheran's Behavior Guidance Policy under the teacher's supervision
 - ...with lead teacher, checking materials and environment daily for safety, cleanliness, proper place and order
 - ...reporting any problems which may occur with children or families to the teacher

- ...complying with DHS licensing guidelines, Parent Aware recommendations and church/staff policies found in staff handbooks
- ...participating in regular and seasonal cleaning, set up and inventory
- Communicate professionally with staff, parents, and families
 - ...treating children and all others with sensitivity, confidentiality, dignity, and respect
 - ...providing a culturally responsive environment in which all children and families feel welcomed, safe and secure.
 - ...participate in all staff meetings, training, professional development, and family events and programming throughout the year
- Assist with planning, special events, family engagement activities and ministry events per request
- Collaborate with teacher
 - ...assist in maintaining children's portfolios, developmental checklists, special education documentation, parent/teacher conferences and other required forms
 - ...supporting learning activities which achieve curriculum goals and state learning objectives
 - ...changing the learning environment including room arrangements, décor, learning centers and other materials to enhance learning and encourage exploration
 - ...strategize opportunities to support children's individual needs to encourage success in the classroom
- Other duties as requested

Reports to Teacher and Preschool Director
Nine month appointment / 12 month Salaried Position