



Job Description

Title	Preschool Teacher Assistant	Status	Part Time Hourly (Non-exempt)
Department	Children's Ministry Childcare	Reports to	Preschool Director

POSITION PURPOSE

Responsible for implementation of Hope Preschool daily program as set forth by Preschool and Child Care Directors.

POSITION RESPONSIBILITIES

1. Model Christian faith values and practices as a representative of the Early Childhood Ministry of Hope Lutheran Church.
2. Assist Preschool Director with planning daily and weekly schedules of activities and make those plans available to parents.
3. Supervise activities to promote healthy emotional, social, cognitive, physical, and spiritual growth of each child.
4. Respond appropriately to children's behaviors, needs and problems.
5. Ensure that the program policies are adhered to.
6. Provide and maintain an organized environment.
7. Assist with maintenance of all program equipment, materials, and supplies.
8. Serve snacks for children, and eat with them, encouraging good nutrition.
9. Ensure safety of the children always.
10. Participate in required functions sponsored by Hope Preschool.
11. Perform any related assigned duties.

REQUIRED SKILLS AND ABILITIES

1. Must be 18 years of age and mentally, physically, and emotionally able to provide adequate care for the children under your supervision.
2. Must have a High School diploma or equivalent, have some experience in early childhood education or child development or experience in taking care of children.
3. Must interact with children at their level throughout the day to develop emotional, social, cognitive, physical, and spiritual growth.
4. Have a warm, friendly personality, be sensitive to the feelings and needs of others (children, parents, and staff), be able to relate well with children, and be willing to fulfill job responsibilities in accordance with the program philosophy.
5. Must be able to maintain a professional attitude towards children, the families, and the staff always, and be able to communicate professionally and openly.
6. Must be a role model, demonstrating the kinds of values, attitudes, expectations, beliefs, and choices that make our organization excellent.
7. Must be of good mental and physical health, capable of mature judgment.
8. Child CPR (cardiopulmonary resuscitation) and First Aid certifications are required.
9. Must certify attendance at a minimum of hours of county-approved training annually.

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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.