

**South Spring Baptist Church
Hand in Hand Preschool
Job Description**

Position: Preschool Teacher Assistant
Classification: Hourly
Reports to: Director

Purpose of the Position:

The Assistant Preschool teacher is responsible for providing a safe and developmentally appropriate preschool program in accordance with all policies and procedures.

Core Competencies:

- is **Meek** - submits their strength and gifts to God.
- has a **Shepherd** mindset - acts as an owner, not merely a hireling.
- Encourages **Lay Ministry** - lives out the idea that every member is a minister.
- Dedicated to **hospitality** - makes others feel welcome like they belong here.
- Creates **discipleship** - follows Jesus to help others follow Jesus.
- **Unifies** - a team mindset that seeks out the interests of others.
- **Leads** from weakness & honesty - avoids a false impression of perfection.
- Is **Generous** - is faithful to give of resources to support the church and Kingdom.

Qualifications:

- Must be at least 18 years old
- Must have a high school diploma or its equivalent
- Complete 24 hours of pre-service training or have two years prior experience in a regulated child-care center
- Complete a PRS (Protective & Regulatory Services) background check and fingerprinting
- Complete a notarized Licensing *Affidavit for Applications for Employment* form
- Complete orientation to Hand in Hand Preschool
- Complete CPR and First Aid training within one month of employment and update as required
- Meet Health Requirements (free of tuberculosis)-no longer required

Responsibilities:

- Help set up and maintain a well-organized, safe, and attractive classroom environment conducive to the optimal growth and development of children

- Demonstrate competency, good judgment, and self-control in the presence of children and when performing assigned responsibilities
- Relate to children with courtesy, respect, acceptance, and patience
- Recognize and respect the uniqueness and potential of all children, their families, and their cultures
- Help foster developmentally appropriate independence in children through planned but flexible activities
- Assist lead teacher in planning and carrying out all activities
- Help obtain and/or prepare all materials needed to carry out activities
- Plan activities for extended session
- Shall be responsible for the children during the agreed upon hours
- Plan appropriate activities for the children while on the playground and all attention should be on the children
- Not abuse, neglect, or exploit children
- Report suspected abuse, neglect, and exploitations to PRS or to law enforcement
- Know and comply with the Minimum Standards for Child-Care Centers
- Follow Hand-in-Hand Personnel Policies and Procedures and Operational Policies
- Supervise children at all times
- Maintain orderliness in the classroom
- Secure a substitute on the days absent and notify his/her co-worker of the substitute, as well as the director
- Ongoing Parent Communication
- Attend Staff Meetings
- Obtain 24 clock hours of training each year
- Keep classroom and facilities clean, neat, and orderly
- Participate in parent conferences and meetings, Open House, and other special programs
- Present yourself as a Christian professional in dress and actions at all times
- Be responsible for any other duties that may be assigned to you by the Director