

St. John's Lutheran Church

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Position Title – Creation Kids Preschool and Little Lambs Classroom Assistant

Position Description: Assuring Creation Kids Preschool provides a safe, high-quality learning environment that reflects a Christian emphasis for young children.

Classification: Non-Exempt

Status: Part Time

Reports to: Creation Kids Preschool Board

Team: Creation Kids Preschool

Qualifications

- Must be at least 18 years of age.
- Preferred early childhood education training and/or requisite experience

Rate of Pay: _____

Compensation

1. Hours will be as follows and are subject to change as schedule adjustments are needed:
6:15am – 6:00pm Monday-Friday
TOTAL HOURS PER WEEK: hours will vary dependent upon schedule and number of students.
2. Staff meetings will be scheduled during the paid time before and/or after classes as needed. Attendance to scheduled staff meetings as determined by the Program Director is mandatory.
3. Fees for any required in-service hours (including, but not limited to, First Aid and CPR) will be paid for by the CKP Board up to the dollar amount indicated in the annual budget for a given fiscal year.

Overview of Job Duties¹

General responsibilities fall under several categories, including but not limited to, the following:

Classroom:

1. Assist the teacher in developing and providing appropriate early childhood experiences for the children in all program areas.
2. Be prepared for each class day; with room and materials ready at least 5 minutes before class begins. Be available to greet students/parents at the start of each class.
3. Lead small group activities within the classroom as directed by the teacher.
4. Assist in nurturing the intellectual, spiritual, emotional, social and physical development of each child.
5. Assist in the organization and upkeep of classroom and all materials, supplies and equipment.
6. Attend to housekeeping chores and record keeping as directed by the teacher.
7. Eat snacks and pray with the children, encouraging good nutrition and good manners.
8. Help children establish good personal hygiene habits.
9. Assist in supervising all activities to ensure the safety of the children.
10. Attend and promote functions sponsored by the preschool whenever possible.

¹ This is a comprehensive list that captures the essence of the position duties. Other job duties may be assigned by the Creation Kids Preschool Board of Directors.

Staff:

1. Attend regular staff meetings and scheduled work days.
2. Maintain confidentiality of student and staff information.
3. Provide current records of in-service training hours to the Director.
4. Report hours worked when due.
5. Submit receipts for reimbursement to the CKP treasurer by the last Thursday of each month.
6. Work cooperatively with other staff.

Administrative Work:

1. Assist lead teacher conduct daily safety checks and ensure safety procedures are followed. Assist in keeping accurate records of attendance and child development.