



Position Goal

Early Learning Center Childcare workers of St. Martin's Lutheran School are hired servants of the congregation. The general responsibilities of an assistant teacher are to assist in the classroom and carry whatever responsibilities the director and assistant director designate.

As you work in the classroom, you are accepting a very important role in the function of our school. You will not only be working with the preparation and distribution of educational materials, but you will be working with people, especially children. Your attitudes and actions should serve to further the work of God's Kingdom in our school. Your interaction with the children should communicate to them your own love for Christ and His church. Whatever you do as an aide should have the goal of drawing children closer to Jesus.

Qualifications

Hired staff of St. Martin's Lutheran School shall meet the qualifications outlined in the Holy Scriptures and the constitution of St. Martin's Lutheran Church. In addition, the following are required:

- A strong commitment to continuing education and professional growth
- Able to lift up to 30 pounds, bend down, and sit on the ground to interact with children (preferred)

Professional Characteristics

- A strong love for children and a deep desire to help them learn
- Patient, tactful, courteous, and selfless
- Exemplary Christian role model for students and parents
- Works well with others
- Professional appearance

Education/Experience Requirements

Either of the following will allow a person to service in this position:

- Child Development Associate degree (CDA) (preferred)
- Child Safety Certification Course (About 10 hours of online training)

In addition, the following are required:

- Experience working with young children in learning situations
- Experience in serving within an early childhood educational program (preferred)
- Be or become certified in First Aid and CPR
- All staff are required to have a fingerprint background check, a sex offender registry check and must provide three references who are not related.

Accountability

Assistant teachers are accountable to the congregation through the assistant director, the director, the principal, the pastors, the Board of Education, the Church Council, and the Voters.

Areas of Responsibility

The main role of an assistant teacher is to assist the director and assistant director in providing a warm, nurturing, Christ-centered, safe, and loving environment in which children can grow physically, emotionally, intellectually, and spiritually.

Assistant teachers are responsible for the following functions:

- Supervision and management of a group of children in conjunction with the director and assistant director
- Interacts with, initiates, and encourages children in daily activities
- Assists director and assistant director in planning learning activities
- Helps children control behavior using a Christ-centered, positive, consistent approach
- Helps children grow to become independent
- Helps prepare the learning environment, sets up interest centers, and prepares materials
- Assists teacher in record keeping and observations related to children's development health and behavior
- Prepares snacks and supervises during snack time
- Maintains good communication with parents
- Helps with general housekeeping tasks
- Attends to needs of individual children with sensitivity
- Attends to ill or injured children
- Attends required staff meetings and functions of the early childhood program
- Helps build a supportive, caring team
- Assists program in other ways as needed
- Participates in professional and spiritual growth activities
- Communicates regularly with parents positively and openly
- Complete required professional development and trainings.