

Coker UMC Early Learning Center Assistant Teacher

- ◆ **TITLE:** Assistant teacher
- ◆ **FLSA DETERMINATION:** Non-exempt
- ◆ **ACCOUNTABILITY:** ELC Director
- ◆ **MINISTRY/DEPT:** Children's Weekday Ministries
- ◆ **Date prepared/revised:** January 10, 2011

SUMMARY OF POSITION:Teacher of children 12 months to 4½ years.

PURPOSE:To provide a caring Christian environment for all children in our care.

ESSENTIAL FUNCTIONS & PRIMARY TASKS:

- ◆ Greet and assimilate each child upon arrival into school and classroom
- ◆ Provide a stimulating environment conducive to the social, emotional, physical and intellectual development of the child on an individual basis
- ◆ Supervise children at ALL times
- ◆ Learn the interests and needs of children in the class you are working in
- ◆ Aid the lead teacher in preparing materials, getting needed supplies and setting up before children arrive
- ◆ Accept rotating responsibilities as assigned; setting up or putting away playground equipment, etc.
- ◆ Safety check all equipment, toys, furniture in room to make sure in proper working order
- ◆ Maintain and follow state licensing guidelines for cleanliness of classroom & appropriate child interaction
- ◆ Help with care of ill or injured children
- ◆ Aid in classroom management
- ◆ Assume duties of Lead Teacher upon her absence

SKILL & EDUCATIONAL REQUIREMENTS:

- ◆ Must have a high school diploma or GED
- ◆ Must agree to a criminal background check

ORGANIZATIONAL RELATIONSHIPS:

- ◆ Parents and children
- ◆ Communicate and interact effectively with lead teacher
- ◆ Communicate with the director, co-workers and CUMC staff

WORKING CONDITIONS:

- ◆ Must be able to work a schedule as noted in yearly Teacher Agreement
- ◆ Attend workshops for Continuing Education as required by state licensing rules
- ◆ Assist with bathroom needs as apply to diapering, toilet training when child/parent is ready or trained children in compliance with state guidelines for cleanliness of hands/surfaces with these procedures
- ◆ Maintain clean toys/surfaces with Clorox solution/3-step sanitation procedures daily or monthly as applies
- ◆ Ability to pick up to 30-40 lb children as required in younger age groups, if applies

NEEDED ATTRIBUTES:

- ◆ Promote philosophy of the ELC, that is through Christian caring each child is helped to grow in independence to develop his/her own unique talent and ability
- ◆ Effectively work and communicate with young children and adults
- ◆ Flexibility
- ◆ Positive Attitude; Professionally and enthusiastically promoting ELC