

## St. John's Lutheran Preschool

Title: Assistant Teacher

Work Schedule: Part Time (approximately 25 hours per week)

Direct Supervisor: St. John's Lutheran Church Pastor

Job Qualifications:

a person hired to be an assistant childcare teacher shall be qualified as outlined in DCF 251.05 [see page 14 of the Wisconsin licensing rule book]

Job Summary:

The assistant childcare teacher shall work under the supervision of a childcare teacher, with an assigned group of children. He/she will implement a program designed to meet and enhance the developmental, physical, emotional, and social needs of the children. He/she will effectively supervise children assigned to his/her care, be sensitive to the needs of individual children and relate well to both children and adults. He/she will do his/her part to maintain an environment that reflects Christian attributes, values, attitudes, and behaviors.

Duties and Responsibilities:

- Will provide care and protection for children assigned to his/her care
- Will consider and provide for the needs of the individual child in relationship to his/her cultural and socioeconomic background, emotional or physical handicaps, as well as individual style and pace of learning.
- Will respect the dignity and basic rights of each child equally.
- Will help children learn to adapt to and cope with real life situations and develop appropriate self-help skills such as eating and personal hygiene.
- Will perform daily cleaning tasks that is listed on the cleaning check list.
- Will prepare work for activities as assigned by the teachers.
- Will administer first aid as indicated.
- Will work 7:15-11:45 each school day.
- Will comply with all components of the programs personnel policy.
- Will implement and attend all Christmas activity nights per year.
- Will implement and attend all graduation programs per year.
- Will attend all parent orientation evenings prior to the start of the school year.
- Will perform related duties as assigned by the program director.
- Will obtain fifteen hours of continuing education per year, to be documented in your employee file.
- Will acquire and submit all required staff records by the deadline that is presented to him/her (including but not limited to: DCF staff record, background information disclosure form (to be submitted yearly), a physical examination report, documentation of orientation and continuing education that has been completed, fingerprint check (every 5 years)).