

Childcare Assistant Teacher

Job Description

Peace Lutheran Ministries

Antigo, WI

Introduction

The Childcare Assistant Teacher is responsible for providing a safe and developmentally appropriate program for the children of Peace Childcare Learning Center (CLC). The Childcare Ministry revolves around a loving Christian environment with a mission to create a bridge between the childcare, church, and school.

Professional Qualifications

- Certificate in Early Childhood Education, or a related field that meets state requirements is preferred.
- Experience in working with early childhood aged children.
- Current CPR and First Aid certificate
- Current SIDS, Shaken Baby Syndrome and Child Abuse & Neglect certificates
- Physically able to bend, stoop, sit on floor and lift light objects.

Personal Qualifications

- A person with a Christian faith who supports the congregation and the core values of Peace Lutheran. Preferably is or will become a member of Peace Lutheran Church.
- Has an intense desire to place the benefit of children and their Christian education first.
- A sensitive, mature individual who has both good oral and written communication skills in order to effectively communicate with children, families, and staff.
- Shows evidence of love for teaching children.
- Is professional, honest, self-disciplined, punctual, organized and enthusiastic.

Accountability

The Childcare Assistant Teacher is accountable to the Lead Teacher and directly accountable to the Childcare Director.

Responsibilities

Classroom:

- Follow the policies and procedures of the Peace Policy Manual.
- Keep the Lead Teacher informed
- Be prepared to handle accidents, emergencies and multiple situations at any time.
- Responsible for maintaining a clean and safe environment for the children and other staff.
- Participate in fire, tornado and emergency drills, maintaining the safety of the children first.
- Work skillfully and effectively with others as a team.
- Recognize when a child is in danger or at risk of harm and know how to act to protect them.

Instructional

- Nurture and care for the children in a loving and Christian manner.
- Develop along with Lead Teacher weekly plans and monthly themes. Post monthly plan for parents.
- Document illnesses, biting, and accidents and share information with the Lead Teacher.
- Keep parents informed of daily happenings and schedules in compliance with Lead Teacher
- Enforce appropriate health, safety, and sanitation rules and policies.

Fiscal:

- Complete time card accurately and submit to Financial Operations Manager.
- Operate within budget guidelines for classroom.

Self-Management:

- Carry out delegated work duties or other responsibilities assigned by the Lead Teacher / Director.
- Assume other assigned duties relevant to the need of the program.
- Participate in Continuing Education Units (CEU) and spiritual growth opportunities.
- Attend training events and monthly meetings when required. Follow policies and procedures as outlined in the Peace Policy Manual and Staff Handbook.
- Be familiar with church and school staff and promote what the church and school has to offer.

Family Management

- Help families and Lead Teacher with issues that may arise about their child, i.e.: separation anxiety.
- Inform Childcare Director and Pastor of families in crisis or in need of additional spiritual care.
- Keep matters about children and families confidential.

**Always prayerfully consider the needs of the staff, families, children, and congregation when carrying out these responsibilities. Caring for children can be stressful. A Childcare Teacher must ensure that children are supervised at all times and that children are involved in safe, appropriate activities.

Evaluation

A written evaluation by the Childcare Director with input from the Lead Pastor & School Administrator will be provided 90 days after hire and annually thereafter on the performance of the Assistant Teacher.

All staff members will be subject to a background check and reference checks prior to hire.

Upon hire, all staff members will:

- take a TB test
- maintain a current CPR & First Aid certificate
- Complete the following courses:
 - Shaken Baby Education
 - Child Abuse & Neglect

Certification

Employee Signature

Printed Name

Date

Childcare Director's Signature

Date

The above statements are intended to describe the general nature and level of work being performed by the employee of this job. This is not intended to be an exhaustive list of all responsibilities and activities required of the position.