

God's Discovery Kids Preschool Assistant Teacher Job Description

REQUIREMENTS

Qualifications:

- Must work under the supervision of a Teacher
- At least 18 years old
- Meet one of the possible combined credential, education and experience requirements set forth by the MN DHS Rule 3
- First Aid and CPR certification
- Clear understanding of Mandated Reporting in Dakota County, MN
- Clear background check and reference review as performed by GDK Director and MN DHS

Spiritual:

- Profess Jesus Christ as Lord and Savior
- Full engagement in an active Christian lifestyle and discipline, including weekly worship attendance and serving out of call and giftedness
- Commitment to personal spiritual growth and healthy lifestyle
- Considers the position a ministry calling, not simply a job
- Support the overall mission, vision, beliefs and core values of The Well
- Models standards and expectations of Christian leadership, including positivity and professionalism

Leadership Skills:

- Ability to work in a team-based, strengths-based environment
- Ability to show excellent communication and relationship building skills
- Attention to detail, self-starter, commitment to excellence
- Self-directed, demonstrate ability to prioritize and execute multiple tasks
- Responsive to the needs of staff and of children and their families
- Work as an agent of change, not a guardian of the status quo

Physical Capabilities:

- Be able to lift and carry 30-50 lbs.
- Be able to walk, squat/kneel
- Be able to react and move quickly

RESPONSIBILITIES

- Assist the Lead Teacher in carrying out planned lessons and activities
- Commit to necessary program hours and required weekly prep-time hours
- Be available for scheduled open house, music programs, family events, pajama nights, etc.
- Prepare supplies and equipment prior to the student's arrival per Lead Teacher's direction
- Maintain the policies and procedures set forth by GDK Preschool and MN DHS
- Assist with set up and break down of the large motor room
- Participate in all group activities
- Assist Lead Teacher in documenting observations of students' behaviors, participation and progress throughout the year
- Assist Lead Teacher in the evaluation of student progress at conference times
- Review lesson plans with teacher on a weekly basis
- Take attendance
- Assist Lead Teacher with organizational aspects such as money collection for field trips, book orders, forms, etc.
- Help maintain a clean environment in the room by straightening of toys and weekly disinfecting of dramatic play toys
- Attend weekly staff meetings and development training
- Complete appropriate hours of continuing education and First Aid/CPR certification
- Communicate with Lead Teacher so individual teaching strengths are utilized
- Monitor hand washing and toileting needs of the children
- Reports cases of suspected child abuse or neglect
- Maintain a professional attitude and dress code