

Calvary Lutheran Learning Center
Preschool Assistant Teacher
Job Description

Qualifications:

1. Must meet current qualification required by the Kansas Department of Health and Environment for licensed child-care centers.
2. A member of a Lutheran Church Missouri Synod (LCMS) congregation is preferred.

Salary and Benefits:

Based on the present salary scale. Benefits as outlined in the Personnel Handbook pertaining to those eligible persons.

Responsible to:

The Board of Calvary Lutheran Learning Center, the Pastor, and the Early Childhood Director in that staff line relationship.

Responsibilities:

1. Meet all the regulations and requirements as set forth in the Kansas Regulation's for Licensed Preschool and Childcare Centers under school age programs.
2. Assist in the implementation of daily lesson plans with individual children or groups under the direction of the lead teacher.
3. Have verbal and written communication with the parents or guardians as directed by the lead teacher.
4. Prepare snacks and help supervise lunches, as lunches are needed.
5. Help prepare the unit environment, set up equipment and materials.
6. Be in your room ready to work at your scheduled time.
7. Supervise and participate in classroom activities.
8. Help children control behavior using a Christ-centered, positive, consistent approach.
9. Help build a supportive, caring team.
10. Help children grow to become independent
11. Participate with children in activities.
12. Attend staff meetings and functions of the ECE program.
13. Assist in keeping the classroom organized and orderly including disinfecting and putting away toys, teaching materials, and dusting shelves.
14. Live the Christian faith.
15. Relate joyfully and sensitively to children
16. Smile, laugh and use a pleasant voice.
17. Pray with and for others.
18. Acknowledge and respect others' feelings
19. Work cooperatively with others.
20. Compliment good behavior and correct inappropriate behavior.
21. Build and strengthen positive relationships with other CLLC program staff and volunteers
22. Complete other duties as assigned by lead teacher, director or other staff in authority.