



Preschool Substitute Teaching Assistant

The staff person shall seek to grow as a disciple of Christ through the 5G (Gospel, Gather, Grow, Give and Go). He/she must see this position as a ministry to and with the staff of Hope Lutheran Church, and to all the people served by Hope.

Our Mission

Share the Hope of Jesus with a world in need of hope.

Who We Are

With the power and love of the GOSPEL, the Good News of Jesus Christ, the people of Hope—

GATHER – in worship.

GROW – in love for God and all people.

GIVE – in service.

GO – sharing the hope of Jesus with a world in need of hope.

In addition, this person will actively enable the mission of the Preschool working in concert with the Preschool Teachers.

Our Purpose for Preschool:

To offer all children of the community a caring and meaningful Christian educational setting. A place where children will have positive learning experiences during their preschool years. As a ministry of Hope Lutheran Church we look to provide the children with opportunities to learn about God's love and grace while allowing them to grow in their own unique way.



JOB DESCRIPTION

Position Title: Preschool Substitute Teaching Assistant

Status: Part Time, Non-exempt (hourly) position

Hours: Varies by Classroom assignment

Position Summary:

This staff person will be primarily accountable to the Director of Children's Ministries with daily accountability to the classroom Teacher. He/she will be expected to be a team player and good communicator with all teaching staff, Hope employees, ministry leaders, volunteers, and parents. The Preschool Teacher Assistant will work with the classroom Teacher to establish a classroom that is spiritually based, educationally sound, and child centered.

Responsibilities and Duties:

General Ministry Responsibilities and Requirements:

- Provide Christ-centered, biblically-guided leadership for children's ministries; which supports the mission, vision and philosophy of ministry of Hope Church.
- Support the goals and objectives of the Hope's Christian Preschool ministry.
- Be an encouragement to the children in all that they do.
- Be an encourager of parents, communicating frequently and enthusiastically.
- Be an encourager of other staff and a team player.
- Is expected to be present for Morning Prayer (8:30 AM) on all assigned morning work days if possible with the school bus schedule.

Specific responsibilities include but are not limited to:

- Be proactive to assist in the classroom whenever necessary in any way that promotes a smooth, stress-free day for the children.
- Offer opportunities throughout the day to share God's love with the children.
- Help to provide a calm and loving environment for the children to learn and play.
- Help to provide an atmosphere that challenges them while allowing them to grow in their own unique way.
- Assist to maintain the safety of the room and make the Teacher aware of any safety concerns. If harm is eminent, remove/act on safety concerns immediately. This would include but is not limited to:
 - Broken toys/wet floor/broken or unsafe equipment, including the playground and gym.
 - Children's behavior that could become a safety or serious discipline issue.



- Be alert to the needs and/or problems of the children as individuals and as a group.
- Share knowledge of special needs or problems of the individual children with the teacher.
- Refer all parent comments or concerns to the classroom teacher.
- Anticipate classroom problems and concerns and take steps to correct and improve the situation.
- Ensure all preschool policies are being followed daily.
- Remain current in CPR, First Aid, and child abuse detection and prevention.
- Report any case of suspected child abuse or neglect to the Child Abuse Hotline or to Director of Children's Ministries.
- Attend all meetings and school-related events.
- If responsible for the children that are not potty trained, will follow proper preschool policies for such duties as:
 - Changing diapers and/or pull ups
 - Assisting children with changing clothes if necessary
- Assist Teacher with the scholastic book (usually one order per year).
- Teachers and Teacher Assistants are responsible for maintaining all procedures, lessons, crafts, and activities so that we present a consistent program for all the families.

Physical Requirements/Environmental Conditions:

Work requires sufficient physical strength, agility, endurance, dexterity and hand-eye-foot coordination to perform all essential duties. Work requires sitting for long periods of time, standing, walking, stooping, kneeling, crawling, bending, turning, reaching, and balancing. Requires physical exertion to manually move, lift, carry, pull, or push objects or materials.

Qualifications

- Must feel called (lead) to the position, have a love for children, be passionate about ministry with youth, and have a heart for reaching the lost with the gospel.
- Must have a growing relationship with Christ, a love for Scripture.
- Well-documented hands-on experience working with children in a school or childcare setting, must include at least one year with preschool children.
- Be especially able to relate to children through communications and teaching style while providing a calm and loving environment for the children to play and learn.
- Strong interpersonal communication skills (written and verbal) with ministry leaders, staff, volunteers, and parents.
- Must be a self-starter, as well as a team player, with strong initiative, work ethics, and the ability to manage multiple duties.
- Must have a teachable heart.
- Must be able to make decisions in a fast-paced environment that is always changing.
- Must be organized and have demonstrated time management skills.
- Minimum of high school education, but a plus for certificate/training in Early Childhood education.