

# WEPC Community Preschool

## Assistant Job Description

### *Personal Characteristics and Values:*

- Lives and ministers because they are well-loved by Christ
- Finds their identity as a son/daughter of Christ
- Loves and relates well with children
- Is dependable
- Is patient, compassionate and merciful to all children and families

### *Credentials:*

- Toddler & 2 Year Old Class - Experience working with children between the ages of 1 and 3
- 3 & 4 Year Old Class - Experience working with children between the ages of 3 and 5
- Coursework/Training in Early Childhood Education preferred but not required
- Member in good standing of a Christian church (WEPC member preferred but not required)

### *Additional Requirements:*

- Has good organizational skills
  - Can communicate effectively with the children and their parents
  - Desires to share the love of Christ with preschool children and their families
  - Desires to meet the needs of all children
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### *Assistant Job Responsibilities:*

- Report to work by 8:40 each day and remain at WEPC Community Preschool until 12:10
- Attend staff meetings as scheduled by the director
- Work cooperatively with the Director, all WEPC Community Preschool teachers and the WEPC Sunday school teachers (facilities, equipment and some supplies/materials are shared)
- Assist teacher with arrival/dismissal duties and class setup/take down each day
- Assist teacher in implementing daily schedule and lesson plans (both prepared by the teacher)
- Assist with instruction and activities for individuals or groups as assigned by the teacher
- Uphold classroom rules and consequences in a positive, loving, firm and consistent way
- Handle classroom situations with fairness and patience
- Provide quality care to safeguard the children's health and safety
- Keep student/family information confidential
- In case of absence - notify the director, notify the teacher you work with and secure a substitute (from official preschool sub list)
- Follow and uphold all policies, procedures and assistant teacher responsibilities addressed in the staff handbook
- Take initiative to fulfill assigned responsibilities
- Take direction from the teacher and director for additional duties

### *General Employment Information:*

- Employment period – August 29 through May 15
- Start Pay - \$15/hour
- A background check will be performed