

## Assistant Teacher (3's Class) Job Description

### First Presbyterian Church Fort Worth



Position:	Morning Assistant Teacher (3-year-olds)	Reports To:	Assistant Director, Early Education Center (EEC)
FLSA Status:	Non-Exempt	Schedule:	Part-Time, M-F, 7:30 a.m. – 1:30 p.m.
Location: First Presbyterian Church Fort Worth, 1000 Penn St., Fort Worth, 76102			

**To apply, email your resume to [HR@fpcfw.org](mailto:HR@fpcfw.org)**

#### **Opportunity:**

First Presbyterian Church Fort Worth, established in 1873, is a vibrant source of faith, community, and service for people from all walks of life. With over 1600 members, we offer dynamic worship, outreach programs serving 1,000 neighbors weekly, and early education for children up to 5 years old. Known for our inclusive and caring environment, we are considered by many as the best place to work. Our culture is differentiated by our people-first approach, commitment to serve our community, and our unmatched total compensation packages.

#### **Contributions Defining Impact:**

*The essential functions listed are representative of those required to successfully perform the job.*

- Demonstrate courtesy, respect, acceptance, and patience towards all children, recognizing & respecting their uniqueness, potential, and cultural backgrounds
- Ensure no child is abused, neglected, or exploited while in the care of the center
- Report any suspected abuse, neglect, and exploitation to DFPS within 48 hours of suspicion
- Provide care tailored to each child's habits, interests, strengths, and special needs and interact with each child in a positive manner and cooperative environment
- Set appropriate behavior expectations according to developmental stage
- Remain fully available to the children in care without the personal use of electronic devices
- Foster developmentally appropriate independence through planned and flexible program activities
- Praise good behavior and efforts and redirect behaviors using positive statements
- Ensure continuity of care by sharing child activity information and parental instructions with incoming caregivers
- Provide parents with regular updates on their child, including observations, concerns, and achievements
- Know how many and which children should be cared for, including their names and ages
- Provide necessary supervision, including physical proximity and auditory or visual awareness of each child's ongoing activity, and intervene as needed
- Follow routine schedules and provide parents with observations or concerns regularly
- Provide individual attention to each pre-kindergarten age child
- Encourage children to communicate and express feelings in appropriate ways
- Contribute to the overall success of the Church and the ministries by performing additional duties as assigned

#### **Essential Requirements:**

##### Education & Experience

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- High school diploma or equivalent required; Associates degree preferred
- Experience with three-year-olds is highly preferred
- Early Childhood Education coursework or a related Bachelor's degree and Spanish proficiency are both preferred
- Experience in church life, regardless of denomination, is desirable

#### Knowledge, Skills & Abilities

- Must adapt to workplace stressors like noise, emergent situations, and competing priorities while maintaining the security/safety of children
- This position engages with people from all walks of life and must be able to adjust their communication styles to meet the needs of the audiences
- Ability to exhibit compassion while maintaining compliance with established rules and procedures
- Ability to engage in problem resolution, assess the situation objectively and potentially manage unexpected emergent situations with composure
- Ability to adhere to process protocols and apply established protocols in a timely manner are required
- Excellent oral and written communication (in English), interpersonal, cross-functional collaboration, and problem-solving skills
- Know and comply with the Texas Minimum Standards for Child-Care Centers
- Demonstrate competency, good judgment, and self-control in the presence of children and when performing assigned responsibilities
- Must be legally authorized to work in the US without sponsorship (currently or in the future)

#### Licensure Requirements

- Comply with NAEYC and Texas Minimum Standards for Child-Care Centers
- Possess a current tuberculosis (TB) examination indicating freedom of contagious TB if required
- Submit highest education transcripts and diplomas within first week
- Must be at least 18 years of age
- Training: Teachers must stay current with all required training
  - Complete orientation within first seven (7) days
  - Within 90 days of employment:
    - Complete 16 hours of pre-service training and 24 hours in total
    - Complete Pediatric first aid and CPR
  - Within 12 months of employment:
    - Complete 24 hours of annual training

#### **Environment:**

*The physical demands reflect requirements to successfully perform the essential job functions. Reasonable accommodations may be provided for individuals with disabilities.*

- Punctual and consistent attendance is crucial for children's development and growth. Occasional overtime or event participation may be required
- Constant movement is necessary throughout the building for student assessment, requiring close visual acuity for tasks like formula verification, hazard identification, computer use, and reading
- Required to frequently stand, walk, sit, stoop, kneel, bend, crouch, twist, squat, crawl, push/pull, and lift up to 40 pounds regularly, such as picking up a child from the floor. Digital dexterity and ability to reach are needed to safely carry children

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- Must be able to hear with aid, communicate effectively, and respond quickly to sounds or emergencies in a potentially noisy environment
- Teachers must meet state and federal guidelines including performance level, immunizations, employment physicals
- The work environment is primarily a classroom with occasional outdoor activities in varying weather conditions
- Frequent exposure to bodily fluids and illness-causing bacteria and viruses is expected

#### ***Team:***

The First Pres team is inclusive and diverse, valuing empathy, diversity, compassion, and collaborative contributions. Our dynamic environment promotes growth, collaboration, and mutual support.

We are proud to be an equal opportunity employer that promotes an inclusive work environment in which all people authentically belong. We are interested in every qualified candidate who is eligible to work in the United States; however, we are not able to sponsor visas. All qualified applicants will receive consideration for employment without regard for one's race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, or any other status protected by law.

#### ***Other Duties:***

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee and may change at any time, with or without notice.

#### ***Compensation:***

Pay is determined by an applicant's qualifications, market data, and internal equity, and **starts at \$14.50 per hour**, paid on a semi-monthly basis. As a mission-based organization, we believe in supporting our employees through an amazing benefits package.

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