

Assistant Teacher (2's Class) Job Description

First Presbyterian Church Fort Worth



Position:	Afternoon Assistant Teacher (2-year-olds)	Reports To:	Assistant Director, Early Education Center (EEC)
FLSA Status:	Non-Exempt	Schedule:	Part-Time, M-F, 12:00 p.m. – 5:30 p.m.
Location: First Presbyterian Church Fort Worth, 1000 Penn St., Fort Worth, 76102			

To apply, email your resume to HR@fpcfww.org

Opportunity:

Since 1873, First Presbyterian Church Fort Worth has been a vibrant source of faith and catalyst for community change. We operate a thriving early education center for children up to 5 years old and serve over 1,000 neighbors weekly through our community outreach programs. Known for our inclusive and caring environment, we're seeking passionate people to join our mission-driven team, where exceptional benefits match meaningful work. **We are seeking a part-time Assistant Teacher (28 hours per week) to help our 2-year-old class during Monday – Friday, 12:00 p.m. – 5:30 p.m.**

Contributions Defining Impact:

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

- Provide basic care for toddlers: maintain routines as closely as possible, provide consistent care by the same caregiver when possible, and provide individual attention, such as playing, talking, cuddling, holding, and comforting when upset
- Praise good behavior and efforts and redirect behaviors using positive statements
- Provide parents with regular updates on their child, including observations, concerns, and achievements
- Ensure continuity of care by sharing child activity information and parental instructions with incoming caregivers
- Demonstrate courtesy, respect, acceptance, and patience towards all children, recognizing & respecting their uniqueness, potential, and cultural backgrounds
- Prevent and report any suspected abuse, neglect, and exploitation to DFPS within 48 hours
- Provide individualized care based on 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. Praise good behavior and efforts and redirect behaviors using positive statements. Encourage children to communicate and express feelings in appropriate ways
- Ensure continuity of care by sharing child activity information and parental instructions with incoming caregivers. Follow routine schedules and provide parents with observations or concerns regularly.
- Provide parents with regular updates on their child, including observations, concerns, and achievements. Share at least one positive thing each month with the parents.
- Provide necessary supervision, including physical proximity and auditory or visual awareness of each child's ongoing activity, and intervene as needed. Know how many and which children should be cared for, including their names and ages. Remain fully available to the children in care without the personal use of electronic devices
- Foster developmentally appropriate independence through planned and flexible activities

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- Collaborate regularly with fellow educators to plan, develop, and implement instructional strategies that support student learning and align with school-wide goals
- Embody and uphold the core values: radical hospitality, intentional unity, transformational relationships, and humble service
- Contribute to the overall success of the Church and the ministries by performing additional duties as assigned

Essential Requirements:

Education & Experience

- High school diploma or equivalent required; Associates degree preferred
- Experience with toddlers is highly preferred, particularly those with experience working in a state-licensed facility
- Previous experience with Texas Minimum Standards and NAEYC Standards is highly desirable
- Experience in church life, regardless of denomination, is desirable

Knowledge, Skills & Abilities

- Ability to adapt to workplace stressors like noise, emergent situations, and competing priorities while ensuring children's safety and security
- Skilled in adjusting communication styles to effectively engage with diverse audiences
- Knowledge of, and ability to comply with, Texas Minimum Standards for Child-Care Centers
- Compassionate while adhering to established rules and procedures
- Ability to adhere to process protocols and apply them in a timely manner
- Strong oral and written communication (in English), interpersonal, collaboration, and problem-solving skills
- Ability to engage in problem resolution with professionalism, assess situations objectively, and manage potentially emergent situations with composure
- Demonstrate competency, good judgment, and self-control in interactions of children and families
- Must be legally authorized to work in the US without sponsorship (currently or in the future)

Licensure Requirements

- Meet the Background Checks requirements in 40 TAC Chapter 745, Subchapter F
- 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
- Firearms, hunting knives, and other weapons are prohibited on the premises
- Training: Teachers must stay current with all required training
 - Complete orientation within first seven (7) days
 - Within 90 days of employment: For non-exempt caregivers: Complete 8 hours of pre-service training before counted in the child/caregiver ratio and 16 hours within 90 days of employment; Complete Pediatric first aid and CPR
 - Within 12 months of employment: Complete 24 hours of annual training

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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
- 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

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.

Team:

At First Pres, we foster a diverse team united by empathy, authenticity, and collaboration. Our workplace promotes growth and mutual support, guided by our core values: humble service, transformational relationships, and radical hospitality.

As an equal opportunity employer, we welcome all qualified candidates eligible to work in the United States; however, we are not able to sponsor visas.

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.

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By signing below, the employee confirms understanding and acceptance of the job description, which may change without notice and may include unlisted duties at the company's discretion.

Employee

Employee Signature

Date