

## 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, 8:30 a.m. – 2:00 p.m.
Location: First Presbyterian Church Fort Worth, 1000 Penn St., Fort Worth, 76102			

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

#### **Opportunity:**

Join First Presbyterian Church Fort Worth's Early Education Center as a Part-Time Morning Assistant Teacher. Help co-teach our 3-year-old classroom (Monday – Friday, 8:30 a.m. – 2:00 p.m.), where your care and creativity help children feel safe, loved, and ready to learn each day through Frog Street curriculum. You'll enjoy low teacher-child ratios, a supportive, fun team, and paid training (including CPR/AED/First Aid), all while making a meaningful impact.

#### **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
- 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
- Maintain required caregiver-to-child ratios at all times in accordance with 40 TAC Chapter 746, including serving as the sole caregiver in a classroom only when ratios and qualification requirements are met
- Foster developmentally appropriate independence through planned and flexible activities
- 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

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- 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

- 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
- Ability to achieve City of Fort Worth Child Care Certificate
- 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
- 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

#### **Environment:**

*The physical demands reflect requirements to successfully perform the essential job functions. Reasonable accommodations may be provided for qualified 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, verbally communicate effectively, and respond quickly to sounds or emergencies in a potentially noisy environment

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- 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:**

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. Our workplace promotes growth and mutual support, guided by our core values: humble service, intentional unity, transformational relationships, and radical hospitality.

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

#### **Benefits for You:**

Pay is determined by previous qualifications, market data, and internal equity and begins at **\$14.50**, paid on a semi-monthly basis.

*Part-time employees* are immediately eligible to participate in our benefits package on day 1! Our benefits package includes:

- 100% employer-paid Employee Assistance Program (EAP), and life and AD&D insurance
- Optional employee-paid benefits include dental, vision, and retirement savings plan

*By signing below, I acknowledge that I have received and reviewed this job description, understand the requirements and expectations of this position, and can perform the essential functions described. I understand this job description does not constitute an employment contract and may be subject to change without notice.*

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Employee

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Employee Signature

Date