

Assistant Teacher Pre-K (3's-4's Class) Job POSTING

First Presbyterian Church Fort Worth



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| Position: | Morning Assistant Pre-K Teacher (3-4 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 | | | |

Opportunity:

Join First Presbyterian Church Fort Worth's Early Education Center as a Part-Time Morning Assistant Teacher. Help co-teach our 3-4-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 Learning Without Tears 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:

- **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
- **Communicate regularly with parents** with timely updates and observations
- **Ensure continuity of care across caregivers** through clear handoffs and consistent routines
- **Create a safe, respectful, developmentally appropriate environment** with active supervision and positive guidance
- **Follow safety and compliance requirements**, including serving as the sole caregiver when ratios and qualifications are met
- **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:

- Experience with three-year-olds is highly preferred, particularly in a state-licensed facility
- High school diploma or equivalent required
- Must be at least 18 years of age
- Must meet the Background Checks requirements in 40 TAC Chapter 745, Subchapter F
- Must stay current with all required training
- Must be legally authorized to work in the US without sponsorship (currently or in the future)
- Comply with NAEYC and Texas Minimum Standards for Child-Care Centers
- Experience in church life, regardless of denomination, is desirable
- Calm, safety-first adaptability in a busy classroom
- Clear communication, self-initiative, teamwork, and problem-solving

Physical Requirements:

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. Occasional overtime or event participation may be required

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- Constant movement is necessary throughout the building, requiring close visual acuity for tasks, 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. Digital dexterity and ability to reach are required
- Must be able to hear with aid, communicate effectively, and respond quickly to sounds or emergencies in a potentially noisy environment
- 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:

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 **\$15.25**, 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

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