

Assistant Teacher (Infants) Job Description

First Presbyterian Church Fort Worth



Position:	Assistant Teacher (Infants)	Reports To:	Director, Early Education Center (EEC)
FLSA Status:	Non-Exempt	Schedule:	Full-Time, will start M-F 8:30 a.m. – 5:30 p.m. and tentatively will rotate the start times between 7:30 a.m. - 4:30 p.m., 8:00 a.m. – 5 p.m., and 8:30 a.m. – 5:30 p.m.
Location: First Presbyterian Church Fort Worth, 1000 Penn St., Fort Worth, 76102			

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.

Contributions Defining Impact:

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

- Provide basic care for infants: Provide consistent care by the same caregiver when possible; individual attention, such as playing, talking, cuddling, holding, and comforting when upset; engage in interactive communication and during feeding, changing, and holding and attend promptly to physical needs such as feeding and diapering
- Provide care tailored to each individual child's habits, interests, strengths, and special needs and interact with each child in a positive manner and cooperative environment
- 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:

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Education & Experience

- High school diploma or equivalent required; Associates degree preferred
- Experience with infants 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 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 and empathy 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

- 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

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 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

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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:

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, 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 are not able to 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.

Full-time employees are immediately eligible to participate in our robust benefits package on day 1! Our comprehensive benefits package includes:

- 100% employer-paid individual health coverage
- 100% employer-paid life, AD&D, and long-term disability insurance
- Immediate 100% retirement match, up to 6% of your earnings, with no vesting period
- Optional employee-paid benefits include family health coverage, dental, vision, and temporary disability

To apply, email resume to HR@fpcfww.org

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.

Employee

Employee Signature

Date