

FISHERS UMC PRESCHOOL ASSISTANT TEACHER

Fishers United Methodist Church

2024 - 2025 School Year

Revised March 2024

Reports to: Preschool Director

Type of Position: hourly/one-year position subject to renewal

Starting Pay: \$15.50/hour

Qualifications

The person selected for this position must be at least 21 years of age and possess at least a high school diploma. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well with children, work under the supervision of a lead teacher, have a Christian perspective and lifestyle showing Christ-like love to children, parents and fellow workers, and fulfill all responsibilities in accordance with Fishers United Methodist Preschool Staff Handbook.

Responsibilities

Will include, but not be limited to the following:

- Assist in planning and implementing curriculum under the direction of the lead teacher.
- Assist in preparing the learning environment, setting up centers, and preparing needed materials and supplies for each day.
- Attentively supervise students at all times. No person, other than the teachers, the director or the assistant director is to be alone with the children unless otherwise approved by the director.
- Help with general housekeeping tasks in the classroom that include cleaning tables, disinfecting toys, taking out the trash, etc.
- Assist in keeping the classroom decorated and well organized to maintain an appealing learning environment.
- Keep the classroom equipment clean and in good working order.
- Assist the teacher in any other appropriate ways.

Relationship to Students and Families

- Greet students individually as they enter the classroom to make them feel comfortable and welcome.
- Treat children and families with dignity and respect in every situation.
- Speak positively to children at all times.
- Consult with the director regarding ongoing, difficult behavior or any other observable concerns.
- Be sensitive to the child who may be experiencing a changing or emotionally upsetting situation in his/her life.
- Always be aware of safety needs of children.

Other Duties

- Be present from 9:15 a.m. through 1:45 p.m.
- Work with the director and the assistant director in accomplishing the goals of Fishers UMC Preschool.
- Attend all staff meetings and recommended training programs.
- Bring situations needing discipline to the attention of the lead teacher.
- Wear neat, clean, and comfortable clothes. Nice-looking jeans are permitted.
- I.D. badges are to be worn at all times.
- Cooperate with the director and other staff members in activities involving the whole program.
- Be informed of all emergency evacuation plans and be able to demonstrate these at any time.
- Inform the director and assistant director immediately if for any reason you must be absent from your teaching duties. You are responsible for finding a substitute teacher to cover your absence.
- Adhere to all health and sanitary standards.
- Maintain CPR/AED certification.
- Keep professional, open, trusting communication with all staff members.
- Bring concerns and/or problems to be discussed at preschool board meetings to the director who will be the teacher representative to the advisory board.
- Participate in a yearly meeting with the director to evaluate current performance and discuss goals for the future.
- Always adhere to program policies and procedures as well as maintain a professional attitude.
- Represent Fishers United Methodist Church at all times.
- Other duties as assigned by the director.