

FISHERS UMC PRESCHOOL ASSISTANT TEACHER

Fishers United Methodist Church

2025 - 2026 School Year

Revised August 2025

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, EYSC staff, 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 way.

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.
- Always speak positively to children.
- Notify parents of any injuries that occur and follow protocols for documentation.
- Work with the lead teacher to provide communication with families through daily use of Brightwheel updates.
- 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.
- Nurture an attitude of respect and confidentiality as you speak with parents regarding their children.
- Consistently utilize conscious discipline techniques while engaging with students.

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.

Acknowledgement

I have received and read a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks under the direction of their supervisor.

Employee Signature

Date

Employee Printed Name

FUMC Supervisor Signature

Date

FUMC Supervisor Printed Name