



POSITION TITLE: ASSISTANT, EXTENDED DAY PROGRAM

Mission of Prince of Peace Lutheran School

To share the Gospel of Jesus Christ in word and deed through excellence in education with young children and their families.

GENERAL RESPONSIBILITIES

The applicant for this position must demonstrate high standards of professional ethics, attitude, and behavior in all relationships with children, families, and Prince of Peace staff.

The Extended Day Assistant supports the mission of Prince of Peace (Matt 28:19-20) and the school's mission in our mixed-age, school-based extended day preschool program from 8am-9am and 12pm-4pm Monday through Friday. This program provides a caring and nurturing environment for children ages 3 to 5. This position is paid hourly up to 25 hours/week.

The Extended Day Assistant's primary responsibility is to support the Extended Day Lead Teacher in facilitating daily activities, providing a safe and engaging physical learning environment, and contributing to the creation of a community that demonstrates God's love to all.

This job therefore includes, but is not limited to, the following responsibilities:

- ❖ Interact with each child in positive and respectful ways, and provide for and protect the health, safety, and well-being of each child.
- ❖ Monitor lunch and snack time to ensure children are eating well and food items are free from peanuts or nuts.
- ❖ Monitor and provide for a quiet and relaxing environment for children during nap/quiet time.
- ❖ Assist with all set up and clean up needs.
- ❖ Assist with classroom housekeeping, cleaning, and sanitizing tasks to ensure a safe, clean, and healthy environment for children.
- ❖ Follow all safety and security procedures, and comply with all State Health and Security Regulations governing those working with young children.
- ❖ Support and participate in the ministry aspects of the Teaching Assistant position.

QUALIFICATIONS

Possess a love for children, the Lord, and the mission of Prince of Peace Lutheran School.
Minimum one year experience working with children in a school / group setting preferred.
Responsible, dependable work ethic.
Positive, encouraging, and energetic attitude.
Authorized to work in the U.S. and able to pass a background check.