



## **Assistant Teacher Job Description**

### **OBJECTIVE**

- To promote the mission of Woodbury Lutheran Church and Preschool by providing excellence in Christian early education and leadership

### **REQUIREMENTS**

- A personal, growing faith relationship with Jesus Christ
- Great love/passion for young children and families
- Patience and flexibility
- Ability to willingly accept direction
- Good communication skills / Ability to establish warm rapport with children, parents, and staff
- Undergraduate course work (twelve quarter credits minimum) in child development, early education or elementary education and/or related areas
- Experience working with young children in early education setting preferred

### **RESPONSIBILITIES**

- Support and carry out the mission, goals, and directives of Woodbury Lutheran Preschool, the director, and lead teacher
- Model the love of Christ in treating each child with dignity and respect
- Become familiar with ECIPs and Core Knowledge curriculum goals
- As directed by lead teacher, participate in the implementation of planned activities / curriculum:
  - ...demonstrate materials
  - ...assist in small and large group activities, being alert to needs of lead teacher
  - ...provide positive behavioral guidance and role modeling
  - ...assist lead teacher, as needed, with observation, testing, and record keeping
- As directed by lead teacher, assist in caring for the environment:
  - ...helping to prepare new materials, projects and activities
  - ...setting up learning centers
  - ...assisting in supervision of play and learning experiences
  - ...insuring cleanliness of tables prior to serving snacks
  - ...helping serve daily beverage and snack
  - ...accompanying children to rest room, if aide unavailable
  - ...with lead teacher, checking materials and environment daily for safety, cleanliness, proper place and order
  - ...assisting in sorting, filing, disposal and display of children's paper work and projects
  - ...participating in regular and seasonal cleaning, set up and inventory
- Help insure at all times the safety and welfare of the children and protection of each child from physical or psychological harm
- Assume responsibility for the children when directed and when teacher is out of the room
- Attend staff meetings and all functions of the early childhood program
- Maintain a professional, Christ-like attitude with children, parents, staff and visitors
- Be aware of and comply with Rule 3 licensing requirements and all personnel policies of WLP
- Take part in professional and spiritual growth activities, as required

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Reports to Director / Administrator  
Nine month appointment / Salaried Position