

## JOB DESCRIPTION

**Title: Assistant to the Teacher for 3's class**

**Center for Young Children**

Qualifications:

High School Diploma

3 References that demonstrate the ability to work well with children

Performance Responsibilities:

1. The Assistant is expected to work cooperatively with the Teacher. The Assistant will receive an annual performance review conducted by the Director. The performance review will be shared with the Mutual Ministry Committee.
2. The assistants:
  - Meet weekly with the Teacher
  - Follow the Teacher's plans
  - Assemble Materials
  - Conduct small group work
  - Assist the teacher with observation
  - Communicate regularly with Teacher
  - Maintain confidentiality
  - Meet monthly with the staff
3. The Assistant will keep all required certifications up to date: CPR and First Aid bi-annually and criminal background clearances tri-annually. (All costs related to certifications are paid by Saint Paul Lutheran Church.)
4. School hours for this position are 3 and ½ hours per day including the school hours from 9-12 Tuesday through Thursday. Attendance will be expected at other CYC events throughout the year, including but not limited to: Back to School Nights, School Open House sessions, Graduation ceremony, and CYC Sunday.
5. All work shall be in accordance with the Center for Young Children Philosophy Statement.

### **School Philosophy:**

Saint Paul Lutheran Church Trinity Road **Center for Young Children (CYC)** is a nurturing *Christian* preschool open to the public. The preschool program is based on developmentally appropriate practices for three and four year old children. Academics focus on preparing children for school success and lifelong learning. Children are given opportunities for developing skills to become capable, caring contributors to their family and community.

The **Center for Young Children** is a safe and loving environment where children will experience an enriching Christian based curriculum that fosters spiritual, emotional, physical and academic development.