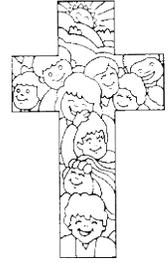


**Assistant Child Care Teacher
Ministry Description
St. Paul Lutheran Early Childhood Center, Sheboygan Falls**



Church Mission Statement

As friends of God through Jesus, empowered by the Holy Spirit, we are “Connecting People to Christ” by sharing His love in word and action everywhere we are.

Job Summary

The Assistant Child Care Teacher will actively assist the Teacher up to 29 hours a week. The majority of time would occur Monday – Friday between the hours of 12:00 pm and 5:00 pm as determined by the enrollment each week. It is the responsibility of the Assistant Teacher to share the love of Christ with the children and assist with age-appropriate activities that help develop their physical, mental and social skills. The Assistant Child Care Teacher is accountable to the Director and Child Care Teacher.

Qualifications

The Assistant Child Care Teacher shall meet the educational requirements as established by the State of Wisconsin, Bureau of Early Care Regulation – a minimum of one Early Childhood course (can be completed within 6 months of hire).

The Assistant Child Care Teacher shall exhibit Christian faith through word and deed, should be an active member of a Christian church, have a clear understanding of the distinction between Law and Gospel and be willing to share God-given talents with the school, church and community on a voluntary basis.

The Assistant Child Care Teacher shall exhibit self-confidence, a sense of humor, be well groomed, honest, dependable, resourceful, a good communicator and well organized. The Assistant Child Care Teacher shall have up-to-date knowledge of child development and how young children learn, must be flexible, able to adapt to change, be creative and above all, must be able to relate to young children and accept each as a unique gift of God.

Duties & Responsibilities

1. Provide a positive Christian role model.
2. Be punctual for all scheduled duties.
3. Exhibit the ability to maintain a caring relationship with children, families and staff.
4. Assist in maintaining a safe environment for the children.
5. Help develop and prepare the classroom environment.
6. During COVID protocol, carry out the following in a room adjacent to the Lead Teacher:
 - Manage the classroom through positive reinforcement, setting limits and active listening.

- Lead group activities.
 - Supervise children at naptime
 - Supervise children at lunch or snack as well as during play, art and learning activities
 - Assist with housekeeping responsibilities
 - Help maintain supplies and classroom equipment
 - Individually care for children up to 2 hours during teacher planning time and at the end of the day.
 - Anything else the teacher needs assistance with.
7. Prepare materials as needed.
 8. Attend faculty and staff meetings as scheduled, in-service training as needed and 25 hours of continuing education each year.
 9. Participate in the following activities outside of regularly scheduled hours:
 - Orientation Night
 - Lutheran Schools Week – children sing in church
 - At least 1 Family Event
 - Summer staff retreat
 10. Positively promote and represent the Child Care in the congregation and community.

“Train up a child in the way he should go and when he is old he will not turn from it. “
Proverbs 22:6

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