

**Emmanuel Lutheran Church, Preschool and Child Development Center
Hampton, VA**

Assistant Teacher/Floater Job Description

Emmanuel Lutheran Church, Preschool and Child Development Center is a licensed Christian preschool that educates the children of Emmanuel Lutheran Church and the surrounding communities of Hampton, Poquoson, Newport News and York County. We are a thriving Infant through 12-Year-old program in a vibrant and faith-filled community.

General Qualifications:

Teacher for this program. Must have at least 6 months Experience, CDA or Associates in Childcare. Must be excited about working with preschool age children. Our center is open from 6:00 a.m. to 7:00 p.m. Monday through Friday. Applicant must have reliable transportation.

Our teachers should be a Christian and have experience in early childhood development. A basic love of children and a commitment to early childhood education are essential. Qualified candidates shall have strong organizational, leadership and communication skills.

Ministry

- Demonstrates an understanding of the mission and goals of Emmanuel Lutheran Church Preschool and Child Development Center and articulates the vision for the center
- Evidences Christ-centeredness in daily work with children, parents, staff, and congregation
- Demonstrates an understanding of the concept of ministry
- Attend worship service on those occasions when the preschool children and families are invited to be a part of the worship experience.
- Participate in weekly chapel services.
- Possess a strong commitment to Christian beliefs
- Demonstrates passion for the mission of a Christian education
- Exhibits God's love in the approach to teaching and dealing with staff, children, and families
- Understands and is familiar with the Lutheran Church Missouri Synod (LCMS) philosophy of education and other LCMS educational resources
- Fosters a close working relationship with the church
- Maintains favorable and appropriate relationships between Church, staff members, parents, board members and community
- Maintains the child development center as a part of the overall outreach effort of Emmanuel Lutheran Church

Responsibilities

- Assist teacher with the preparation of learning center projects, circle time lessons, developmentally appropriate activities, and facilitating indoor and outdoor play.
- Work with individual and small groups of young children.
- Supervise/monitor the children at all times.
- Assist the teacher with keeping accurate records including attendance, assessment, etc.

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- Assist the teacher with maintaining family partnerships and encouraging family participation within the classroom.
- Assume the role of leadership in the absence of the teacher, if needed.
- Sanitize classroom daily.
- Maintain a clean, safe, and stimulating developmentally appropriate environment.
- Prepare cots for nap time.
- Prepare and maintain classroom as per early environmental rating assessments.
- Continue to be a lifelong learner by acquiring the necessary professional development credits and/or education credit hours or degree.
- Ensure that there is a caring and safe learning environment for the children. M
- Maintains confidentiality about issues regarding families, children, staff, board members and center operations.
- Substitutes in classrooms as needed.
- Ensures that center grounds, classrooms, and office areas are clean, attractive and inviting

Knowledge/ Skills Required

- Satisfy the program leader's qualifications of the Virginia State Board of social services standards for licensed child care centers.
- Demonstrates excellent verbal and written communication skills
- Demonstrates excellent interpersonal skills and ability to relate to young children, teachers, and parents

Facilities and Safety

- Monitor the safety of students and facilities.
- Regularly inspect equipment and play areas to ensure safety and cleanliness.

Other Duties and Tasks

- Works to increase and maintain enrollment in the center
- Other tasks and duties as assigned.
- Ensures Children receive their medications at the appropriate time each day.

Physical Requirements

- Follow state, federal and Emmanuel Lutheran Preschool guidelines including immunizations, annual health physical and required safety and health training
- Be able to lift at least 40 pounds
- Be able to bend, stoop or kneel to achieve children's eye-level
- Be able to sit on the floor and/or child-sized chairs
- Be able to spend at least 1 hour at a time outdoors throughout the year
- Be able to write notes, newsletter articles using standard English