



## **Position Description**

### **For**

### **Assistant Preschool Teacher**

**Overview:** Faith Harbor United Methodist Church (FHUMC) is a growing church that has the need for an Assistant Preschool teacher. Assistant teachers must model a commitment to Jesus Christ as well as being committed to the values and vision of FHUMC:

“A Beacon of Hope in a broken world.  
We seek to Anchor Our Lives in the life, teachings,  
death and resurrection of Jesus as Lord.  
We strive to Share God’s Love in our daily lives  
as we reach out In Joyful Service.”

**Responsibilities:** Assistant Preschool Teachers collaborate with the Preschool Director and Lead Teachers to implement an engaging and developmentally appropriate curriculum that follows the standards for the North Carolina Division of Early Childhood Education. Responsibilities for this position include but are not limited to:

1. Support children’s learning by assisting with the lesson plans approved by Preschool Director and Lead Teacher.
2. Actively engage with students and participation in classroom activities at all times.
3. Assist Preschool Director and Lead teacher, as needed.
4. Maintain an organized and clean classroom/Playground environment conducive to learning.
5. Educate students on how to follow daily routines and how to practice proper hygiene.
6. Observe all rules and regulations pertaining to the health, safety and care of children.
7. Provide verbal recognition and acceptance to children while providing clear and consistent expectations for the children's behavior.
8. Assist the Lead Teacher in the overall supervision and daily class functions of a group of children for a three year-old class and a four year-old classroom. Assistant teacher will move throughout the day to assist in each classroom, where needed.
9. Attend Open House. One per year in the evening.
10. Be familiar with and follow all Preschool and FHUMC Policies detailed in the FHUMC Employee Handbook, and the Faith Harbor Preschool Parent Handbook.

11. Attend all staff meetings, in-service training, set up/clean up days and team planning meetings.

**Qualifications:** Qualified candidates will exhibit a love of sharing the Gospel with children, while providing a nurturing, safe, and supportive learning environment that is stimulating and conducive to learning. A desire to make a difference in the lives of the students and a commitment to professionalism is highly desired. The ability to work collaboratively with a team of teachers and administrators is important.

**Competencies:** A High School Diploma or GED is required although a CDA or Associates degree is preferred. A minimum of two years of teaching experience in Early Childhood Education and general computer proficiency is also required.

**Job Type:** Part-time. Weekly: Tuesday, Wednesday, and Thursday, 8AM - 1PM. Faith Harbor Preschool operates annually from September to May. Planning starts in August. Pay is \$13/hour. Staff will be paid for hours to support staff meetings, open houses, and other events outside normal school hours.

**Working Conditions:** Most of the job responsibilities will take place in the Faith Harbor Preschool building which is indoors and is environmentally controlled.

**Physical requirements:** The physical requirements are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee should be able to:

1. Lift and carry at least 30 pounds.
2. Sit on the floor or a low chair and to squat down to be at eye level with children for up to 15 minutes at a time.
3. Stand and walk for up to one hour at a time.
4. Maintain a level of physical fitness that allows for keeping pace with the activity level of young children.

**Other Information:** This position is contingent upon the completion and cleared background check. This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the right to add, modify, change or rescind the work assignments of different positions and, when possible, to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between FHUMC and its employees.