



Title of Position	<i>Assistant Teacher</i>
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Supervisor: Preschool Director

Hours: Part Time (10-30 hrs/week)

Salary: Hourly

Required Meeting Attendance:

- Church Attendance: Attend Open Door Fellowship church service
- Open Door Fellowship quarterly chapel service
- Open Door Ministries staff meetings (one meeting and one training/month)

Job Purpose

We believe that all children have the right to a quality education, as well as a safe, loving environment where they can be nurtured physically, spiritually, mentally and emotionally. The Assistant Teacher is responsible for assisting Head and Lead Teachers in developing and implementing a developmentally appropriate curriculum for a group of children in a full-day preschool program. The Assistant Teacher assists with the general supervision and management of the class.

Duties and Responsibilities

- Assist in maintaining and preparing the learning environment on a daily basis
- Facilitate specific learning activities when requested by the Head and Lead Teachers
- Participate in center staff and parent meetings as able
- Assist the Head and Lead Teachers in other ways as requested
- Demonstrate and model professionalism, and maintain confidentiality
- Physically work and play with children in a variety of contexts: indoors (at table, on floor, in active play), outdoors, on fieldtrips, and other situations
- Assist with snack preparation
- Maintain positive relationships with parents
- Attend ODM/ODF quarterly Chapel and ODM monthly staff meetings
- Attend Open Door Fellowship for 12 weeks as a part time staff member
- Other duties as assigned

Qualifications

- Must be at least 18 years of age. Previous experience working with young children preferred. Must be willing to participate in staff meetings and training opportunities.

Intangibles

- Feel called/lead in being team member of the Open Door Ministries staff
- Have a daily walk with Jesus
- Show respect for the leadership and members of Open Door Fellowship Church
- Exhibit professionalism and integrity
- Commitment to excellence as one of the public faces of the ministry
- Cover those in your area of leadership with prayer

Work Environment and Physical Demands

- Work environment is both indoor and outdoor. Outdoor activities can be in extreme weather conditions such as rain, snow or high temperatures
- This job involves sitting, standing, walking, and running
- Must be able to lift children/equipment weighing up to 50 pounds and utilize child-sized furniture or sit on the floor as appropriate.