



ASSISTANT PRESCHOOL TEACHER JOB DESCRIPTION

MISSION:

Gethsemane Early Learning Center (GELC) actively seeks preschool students whose families desire to partner together to provide a strong foundation for learning grounded in God's love for each child. GELC strives to provide a preschool where character development, learning and faith formation walk hand-in-hand. We are committed to raising generations of children who are equipped in mind, body and spirit to be servants of Christ in the world. We look forward to partnering with you to nurture and support your child's faith formation and academic success.

POSITION TITLE: Assistant Preschool Teacher

We are currently looking for a part time assistant teacher to help with our Busy Bee program and our after school program with potential for full time hours depending on preschool numbers and your availability for the 2022-2023 school year. We currently pay between \$13-\$16 depending on qualifications.

SUPERVISOR: Preschool Director

SUMMARY:

The Assistant Teacher is assistant/lead qualified by Rule 3, Minnesota Department of Human Services. He or she shall help provide an environment for learning centered in Christian education, values and shall support the mission of Gethsemane School and the Gethsemane Early Learning Center.

ASSISTANT RESPONSIBILITIES:

1. Communicates effectively with students, commending and reinforcing age level, developmental growth, good conduct, and achievement on the part of the students.
2. Is effective and fair in classroom management/control.
3. Uses motivational and age appropriate techniques.
4. In conjunction with the lead teacher supports procedures that evaluate student achievement.
5. Counsels with students individually as necessary.
6. Varies the use of and supports the lead teacher in his/her teaching procedures to meet needs of each student.
7. May collaboratively plan with lead teachers upon request.
8. Supports the lead teacher in keeping the classroom appearance interesting, stimulating, neat, clean and pleasant.

9. Relates instruction to the Christian objectives of the school.
10. Supports the lead teacher in classroom arrangement and other used spaces for optimum instruction.
11. Supports the lead teacher upon request in maintaining adequate records of student attendance, health and safety.
12. Is responsible for implementing policies adopted by MN DHS Rule 3, the School Board, and Church congregation.
13. Is responsible for completing other duties as assigned.
14. Is responsible for assisting with special programs and events, religious services, projects, and co-curricular activities, which are assigned as duties.
15. Is responsible for supervision of enrolled students who are under our care; classroom, gym, rest room, playground, hallway, bathroom, cafeteria, bus, etc.
16. Arrives at school before classes begin and leaves when the scheduled shift ends, after checking in with the lead teacher(s).
17. Is responsible for making reports to parents, written and oral, in collaboration with the lead teacher upon request.
18. Attends all preschool team meetings and other meetings as assigned.

CHARACTER TRAITS, EXPERIENCES AND SKILLS:

1. The teacher assistant will exhibit a strong Christian character that demonstrates a relationship with God through personal devotion, worship and prayer life.
2. Comfortably shares the Christian faith with a diverse population of staff, students and parents.
3. Has experience working with a team or is willing to learn how the Gethsemane preschool team works together.
4. Is enthusiastic, flexible, and has a high energy level.

If interested please submit a resume to jobs@geth.org