

Grace Lutheran Preschool is looking to hire an Assistant Teacher for the upcoming 2024-2025 school year.

The position begins August 27, 2024.

Hours of work are Monday to Friday from 8:30 a.m. to 1:30 p.m. with an hourly wage.

Job Description

Preschool Assistant Teacher Role and Function

The Preschool Assistant Teacher works with the classroom teacher in the daily nurturing of the children. It is important that the Assistant know Jesus Christ as their Savior and understand the purpose and philosophy of the Preschool. The Preschool Assistant Teacher is responsible to the Director/Head Teacher and the Preschool Board of Directors.

Preschool Assistant Teacher Responsibilities

- Assist the classroom teacher as directed (preparing the learning environment, cleaning up, etc.),
- Supervise indoor and outdoor play activities,
- Assist with snack, bathroom times, general housekeeping tasks, and end of the day classroom and bathroom cleaning,
- Follow the Preschool's Christian Disciplinary Policy, reporting any ongoing problems to the classroom teacher and if necessary the Director,
- Be aware of and follow/enforce all emergency and other stated policies,
- Assist with clerical duties as directed,
- Observing, reporting, recording, and communicating children's behaviors,
- Attend staff meetings,
- Attend conferences, workshops, and other professional growth experiences, as the state requires.

Physical Demands/Hazards/Conditions of Employment:

- Employee must be able to stand, walk, sit, talk, hear, use hands; climb stairs, balance, kneel or crouch. Employee needs to be able to physically and quickly react in the case of an emergency from any position. Specific vision abilities required by the position include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to lift up to 40 pounds and carry up to 30 pounds.
- The employee must have the ability to function successfully within environmental conditions inherent to the childcare field; may include, but not limited to high noise levels, exposure to bodily fluids, exposure to contagious illnesses, multi-tasking, and short turn-around time on assignments.
- Employment position operates under current Grace Lutheran Preschool Personnel Policies, Child Care, Discipline Policies, and State of CT Department of Public Health (DPH) regulations.

Qualifications

- Must have a high school diploma or equivalent and must be at least 18 years of age,
- Christian by faith affirmation and as demonstrated by example for the parents and students,
- Experience working with children,
- Current knowledge of child development and how children learn,
- Maintain a sense of confidentiality,
- Ability to relate well to young children and adults,
- Good communication skills,
- Be able to work cooperatively with parents, staff, volunteers, and the Preschool Board of Directors, and
- Be organized, creative, dependable, and flexible.

If interested, please contact Grace Lutheran Preschool at 860-346-0766 or GLPDirector1055@gmail.com