

Title: Teacher Assistant

9 month contracted position for Preschool TA 10 month contracted position for Kindergarten TA

Supervisor: Early Childhood Director

Required Education, Training, Experience

1. High school diploma or equivalent
2. Experience working with children
3. Maintain current pediatric CPR/First Aid training and certification
4. Pass Indiana State Background Check
5. Expanded Child Protection Index Check conducted through the State of Indiana Department of Child Services

Desired: Be an active member of a Lutheran Church- Missouri Synod congregation

<p><u>Required Skills:</u></p> <ol style="list-style-type: none">1. Ability to work well with children and families.2. A warm, friendly personality.3. Cooperative with staff, children and parents.4. Dependable and punctual.5. Work independently.	<p><u>Desired Skills:</u></p> <ol style="list-style-type: none">1. Leadership2. Self-motivation3. Good organizational skills4. Musical abilities
--	--

Duties of the Teacher Assistant include, but may not be limited to:

1. Be a Christian example to others by word and actions.
2. Implement the Mission and Philosophy of St. Paul Early Childhood Ministry.
3. Maintain positive relationships with the members of the Ministry staff.
4. Show love and concern to all children in your care, interacting with them using positive language and actions.
5. Have knowledge of the age group capabilities.
6. Assist teachers in providing and implementing appropriate activities.
7. Assist teachers in arrangement, maintenance, and cleanliness of the classroom, toys, and equipment.
8. Assist in all activities to ensure the safety of the children.
9. Follow discipline policies as outlined in the Parent Handbook.
10. Prepare and help serve snacks, be present during snack time and recess to ensure child safety.
11. Carry out and implement a weekly schedule of cleaning, rotating and storing toys and equipment in the classroom according to the teacher's needs.
12. Attend all special events that are specifically designed for the students and their families.
13. Arrive no later than 30 minutes before the start of school and remain until all children have been picked up or sent to extended care.
14. Assist students with bathroom needs.

15. Perform other tasks and duties that may be assigned by the Early Childhood Director. Salary and Benefits

Salary and benefits are determined by the Board of Elders based upon the qualifications and experience of the individual selected for this position.

Title: Extended Care Teacher

10 month contracted position

Supervisor: Early Childhood Director

Required Education, Training, Experience

1. High school education
2. Experience working with children
3. Maintain current pediatric CPR/First Aid training and certification
4. Pass Indiana State Background Check
5. Expanded Child Protection Index Check conducted through the State of Indiana Department of Child Services

Desired: Be an active member of a Lutheran Church- Missouri Synod congregation

<p><u>Required Skills:</u></p> <ol style="list-style-type: none">1. Ability to work well with children and families.2. A warm, friendly personality.3. Cooperative with staff, children and parents.4. Dependable and punctual.5. Work independently.	<p><u>Desired Skills:</u></p> <ol style="list-style-type: none">1. Leadership2. Self-motivation3. Good organizational skills4. Musical abilities
--	--

Duties of the Extended Care Teacher include, but may not be limited to:

1. Be a Christian example to others by word and actions.
2. Implement the Mission and Philosophy of St. Paul Early Childhood Ministry.
3. Maintain positive relationships with the members of the Ministry staff.
4. Demonstrate Christian love and concern to all children in your care, interacting with them using positive language and actions.
5. Have knowledge of the age group capabilities.
6. Provide and implement appropriate activities.
7. Arrange, maintain, and clean the classroom, toys, and equipment.
8. Ensure the safety of the children.
9. Follow discipline policies as outlined in the Parent Handbook.
10. Prepare and help serve snacks, be present during snack time and recess to ensure child safety.
11. Carry out and implement a weekly schedule of cleaning, rotating and storing toys and equipment in the classroom.

12. Attend all special events that are specifically designed for the students and their families.
13. Arrive no later than 30 minutes before the start of scheduled work time and remain until all children have been picked up.
14. Adjust staffing to meet teacher/student ratios and number of adults in the building.
15. Assist students with bathroom needs.
16. Perform other tasks and duties that may be assigned by the Early Childhood Director.

Salary and Benefits

Salary and benefits are determined by the Board of Elders based upon the qualifications and experience of the individual selected for this position.