Beginnings & Beyond Montessori Christian Preschool and Kindergarten
Of First Presbyterian Church

Assistant ECE Teacher Job Description

Responsible to:	Preschool Director; Lead Teachers
Working with:	Toddler Teacher, ECE Teachers, Director
Supervising:	Children
Hours:	8:00 a.m.-1:00 p.m. Monday-Friday

All staff possesses special qualities, talents and skills which are needed to make up the well-balanced administrative, teacher and support staff of our school. Each one is part of the total staff and all are dependent upon one another. Relationships are circular and what affects one affects all. Although specific responsibilities may vary according to your job, all staff persons are charged with the total responsibility of working together in a united manner. The goal is to achieve harmony and mutuality throughout our school, with respect, tolerance, patience, honesty, trust, and friendship.

Responsibilities:

Personal

- Live a life in obedience to Jesus Christ and His will revealed in the Scriptures, providing a consistent role model of Christian virtue and repentance to children, parents, and fellow staff members

Foster Christian Atmosphere of Preschool

- Assure that God's care and love are experienced by staff, children and parents involved with the preschool
- Pray for and with staff, children, and parents of the preschool
- Prayerfully support preschool and FPCC's children's ministries
- Incorporate prayer daily
- Incorporate Christian music, art, and language into conversations and curriculum

Staff

- Assist Lead teacher with daily activities
- Give daily breaks

Children

- Demonstrate concern for the personal differences between individuals in relationship to their needs, interests, level of development and capabilities
- Implement developmentally appropriate activities
- Demonstrate creativity and resourcefulness in carrying out planned programs and in use of materials
- Maintain observational notes on the progress of each child
- Direct children to different activities when a child is unable to decide for himself

Classroom

- Give primary consideration to the safety and health of all the students. Ensure a safe environment for the children both inside and outside
- Implement developmentally appropriate activities

- Report any items missing or damaged to the Lead Teacher
- Replenish papers as needed
- Clean straighten shelves regularly
- Change materials out when the needs or schedule arises.

Knowledge of:

- Principles of organization
- Montessori philosophy and core curriculum areas
- Community Care Licensing rules and regulations which pertain to a teacher.

Expectations

- Teachers are expected to stay after hours until every child has been picked up, and the yards and classrooms are in order, or until another teacher relieves them of this duty.
- Director is to be notified of absences as far in advance as possible
- Study the Scripture stories currently being taught to the children
- Be aware of the school policies and support them
- Be committed to the idea of continued personal and professional growth as an educator. Take classes or workshops in the field of child development and Montessori education.
- Take advantage of staff development opportunities
- Participate and contribute to parent teacher conferences.
- Maintain notes of activities and lesson children are doing and receiving.

Personal Qualities

Qualifications

- Minimum 12 semester units (or quarter equivalent) in Early Childhood Education
- Support the philosophy of the school
- Maintain good physical and mental health
- Current negative TB test, physical exam report, and updated required immunizations
- Fingerprint security clearance with the Department of Justice
- Mandated reporter training every 2 years
- CA Department of Pesticide Regulation Certificate of Basic Pest Management in the School and Child Care Settings every 1 year
- A love for children, joy of being with them and can relate to them

Abilities

- Establish relationships with children, parents and staff
- Welcome adults and children so they feel comfortable
- Embrace change
- Give helpful and effective feedback
- Maintain confidentiality