

# CHURCH AT VIERA

Job Description Form



Job Title	Assistant Preschool Teacher
Reports To	Weekday Preschool Director
	Rev Date Approved:

Level/ Grade	Type of position:	
	<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

## PURPOSE OF POSITION

The Assistant Preschool Teacher supports small academic groups and assists the lead teacher in maintaining a smooth classroom environment with minimal interruptions.

## ONE SENTENCE JOB DESCRIPTION

Assist the teacher in leading the preschool class to state standards.

## JOB RESPONSIBILITIES

- Participate in all required trainings
- Arrive at school by 8:00am to set up
- Help unload children during carloop
- Communicate any issues to the director
- Stay until 2:00pm to prepare for next day and clean the classroom
- Attend monthly staff meetings as well as team planning meetings
- Take responsibility for the classroom when the teacher is absent
- Help teacher in all facets of the day
- Change diapers or soiled clothing as accidents occur

## EDUCATION

- High school graduate
- Must obtain state certification withing 9 months of employment

## EXPERIENCE

- Experience in a church or ministry preferred
- Experience with preschool preferred

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**SKILLS**

- A vital and growing personal faith in Jesus Christ.
- Align with the vision, mission, and values of Church at Viera
- Ability to motivate different personality types
- Work well within a team