

King of Kings Lutheran Church

Cedar Rapids, IA

Job description: Assistant Teacher

I. PURPOSE

The Assistant Teacher will assist the Lead Teacher in providing a loving, caring Christian environment and education that promotes children's spiritual, intellectual, and social-emotional development.

II. BIBLICAL PRINCIPLES

"Train up a child in the way he should go and when he is old, he will not depart from it." Prov 22:6

"Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.'" Matt 19:14

III. GENERAL RESPONSIBILITIES

1. Model and practice the Christian faith, as defined by LCMS Lutheran beliefs.
2. Understand, support, and apply the Mission, Vision and Core Values of King of Kings Childhood Education Center.
3. Take direction from the Lead Teacher when implementing and creating activities.
4. Demonstrate healthy, safe, and developmentally appropriate practices that promote good hygiene and safety.
5. Follow policies and protocols as outlined in the CEC Staff Handbook.
6. Arrive promptly and regularly, with limited absenteeism.
7. Develop and maintain a cooperative and harmonious relationship with the CEC Director and other staff members supporting each other in performing daily teaching, childcare and tasks.
8. Communicate parent concerns to the Lead teacher or CEC Director in a timely manner.
9. Remain flexible in adjusting work tasks and schedule when necessary based on enrollment.
10. Love God, and love children.

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Provide a loving, caring Christian environment and promote the child's spiritual, social, cognitive, and emotional development.
- B. Assist with hands-on play activities as developed by the Lead Teacher.
- C. Implement and assist with educational experiences in the weekly lesson plans created by the Lead Teacher.
- D. Collaborate with your Lead Teacher(s) and other staff.
- E. Maintain rapport and professional, clear communication with parents.
- F. Keep a safe, clean, and organized classroom environment free of safety hazards at all times.
- G. Ensure classroom routines and expectations align with the CEC program's mission, vision, and values, and are consistently implemented, and positively impact overall classroom management.
- H. Attend all required meetings and required professional training courses.
- I. Complete required reports, records, and forms accurately and on time.
- J. Read emails and staff postings daily.
- K. Other duties as assigned by the CEC Director.

- V. Reporting Structure
 - A. The assistant teacher reports to the Lead Teacher(s) and the CEC Director.
- VI. Required Skills, Knowledge and Abilities
 - A. High school graduate. Associate's degree is highly preferred.
 - B. Demonstrate professional ethics and behaviors.
 - C. Able to maintain confidentiality.
 - D. Maintain current certifications in CPR, First Aid, Universal Precautions, Mandatory Reporting, and Essentials Training.
 - E. Comply with DHS Licensing Standards and Procedures
 - F. Pass initial and periodic state and Federal criminal background checks.
 - G. Physical Abilities
 - 1. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and reach.
 - 2. Must be able to lift to 40 pounds and move/react quickly to ensure the safety of children.
 - 3. Must be able to get down to the child's level and be on the floor.
 - H. Mental Abilities
 - 1. This role requires the ability to manage several requests and situations at one time.
 - 2. The work environment is active and noise levels vary from quiet to loud, indoor and outdoor activities.
- VII. Mission, Vision and Core Values for the Childhood Education Center are adopted from King of Kings Lutheran Church. Only the Vision statement is slightly altered to reflect the specific focus of the Childhood Education Center.
CEC Vision statement: **A caring community bringing Christ to children and families.**
- VIII. Work Hours and Compensation
 - A. The position is salaried with compensation determined by the Governing Board based on the educational background and experience of the person.
 - B. Work hours will be determined based on the needs of enrolled families.