

Preschool Assisting Teacher Job Description
Shepherd of the Valley Lutheran Church
3100 South Five Mile Road
Boise, Idaho

God's purpose for Shepherd of the Valley is to receive, embody,
and proclaim God's living Word with all.

VISION STATEMENT

Shepherd of the Valley Lutheran Preschool is a fun-loving, Christ-centered preschool that is supportive and respectful to all and is dedicated to excellence.

MISSION STATEMENT

Shepherd of the Valley Lutheran Preschool is a Christ-centered preschool that provides a loving environment, which gives the children the opportunity to learn and grow emotionally, intellectually, physically, socially, and spiritually. The Preschool adheres to the belief that children learn through hands-on experiences and emphasizes how God created each person to be unique and special.

The Preschool adheres to the Purpose Statement and Guiding Principles of Shepherd of the Valley Lutheran Church.

Position: Assisting Teacher

Reports to: Lead Teacher and Preschool Director

Purpose of Position: To provide a safe and nurturing environment for preschool aged children and to assist the lead teacher in preparing and maintaining a learning environment that is friendly, warm, and shows the love of God

Duties and Responsibilities (include but are not limited to):

*Partner with the Lead Teacher to build a cohesive teaching team

- Assist lead teacher in implementing the school's chosen developmentally appropriate preschool program for children ages 3-5
- Assist lead teacher in planning and implementing activities which promote intellectual, emotional, social, spiritual, and physical growth according to developmentally appropriate practices
- Follow the curriculum guidelines set out by the Preschool Board and staff
- Be on duty 30 minutes prior to and 30 minutes after the scheduled class time
- Understand the weekly lesson plans, monthly newsletter, and calendar submitted by the lead teacher and director
- Communicate daily with lead teacher about plans, activities, and students
- Help prepare materials for daily projects and help prepare and maintain a learning environment for each class period
- Refill art, snack, and other daily supplies at the end of each class period
- Help transition and prepare the room from one activity to the next
- Escort children to the restroom as needed

- Ensure equipment and facility is clean, well maintained, and safe at all times (which includes locking/unlocking assigned doors during class time)
- Follow the policies and procedures stated in the Shepherd of the Valley Lutheran Preschool Employee Handbook and Letter of Appointment
- Be familiar with Parent Handbook, Staff Handbook, and Emergency Handbook (including procedures and protocols)
- Prepare and serve snacks/drinks using safe food handling procedures
- Help assist in closing down the classroom at the end of the week by putting away clean toys and preparing the classroom for church use on the weekend
- Attend scheduled staff meetings, education conferences, and teacher training workshops in order to maintain compliance with your letter of appointment, the State of Idaho, and to improve professional competence

***Teach/Supervise Children**

- Ensure children are supervised at all times
- Build children's self-esteem
- Comfort children as needed
- Provide positive guidance
- Implement positive/redirected discipline when required
- Clearly and effectively communicate in a manner that children understand

***Communicate with parents and members of the community**

- Interact and communicate with parents as necessary

Qualifications:

- Education:
-College experience or degree in Education preferred, but not required
- Experience
-Previous experience working with young children preferred. Should have a practical understanding of early childhood education.
- Personal Qualities:
-Be friendly, inviting, self-motivated, even-tempered and adaptable
-Be a team player that contributes and communicates effectively with lead teacher and other staff members

Other:

- Complete and pass a Criminal Background and Fingerprint Check
- Complete CPR training every year and First Aid training every other year
- Complete continuing education classes/training as required by the Preschool's licensing agency (provided by school or availability for reimbursement)