

## **Montgomery Community Church Preschool Job Description**

**Title:** Assistant Teacher  
**Classification:** Part-time 7- 20 hours/week  
**Benefits:** None  
**Purpose:** The Assistant Teacher supports the Lead Teacher and the Director by helping to create a caring and safe environment for the preschoolers and assisting in activities to improve the overall care and quality of education.

### **Responsibilities**

#### **General**

- Knowledgeable of Ohio Department of Job and Family Services Child Care Center Manual (ODJFS CCCM) rules.
- Current account in Ohio Child Care Referral and Resources Association (OCCRRA).
- Must be able to communicate, listen and work well with others in a team environment.
- Assisting the staff in implementing a quality educational program.
- Assisting in developing positive relationships with the preschoolers and their parents.
- Responsible for implementing developmentally appropriate activities based on preschooler's interests and needs under the direction of the Lead Teacher and the Director.

#### **Volunteers**

- Aids in the supervision of room parent volunteers at holiday parties.

#### **Other**

- Convey MCC's Christian message and carry out its mission by exemplifying and promoting biblical values and fostering life-giving relationships with preschool staff and preschool families, while serving in this ministry role. Such actions include offering prayer, encouragement, and comfort in both personal and work relationships.
- Give full commitment in work and deed to support the faith, tenants and cultural expectations of MCC.
- Foster high levels of cooperation and effectively work in a team environment with quality relationships and respect for each staff's giftedness and unique abilities.
- Ability to work with a teachable heart, good attitude, and unified spirit.

### **Performance Expectations**

- Actively engage in activities; manage classroom cleanliness and maintenance, and availability of classroom materials.
- Help ensure smooth, daily transition from home to preschool.

- Required to complete the staff orientation training as prescribed by ODJFS within 30 days of hire date.
- Ability to work well with others.

## **Qualifications**

### **Knowledge and Experience**

- Agreement with MCC Constitution, Beliefs Statement, Mission, and Vision.
- Team building skills, strong organization and self-initiative, follow-through, task orientation, ability to see the big picture, and exceptional relational ability.
- Completed high school education. Completed CDA or 6 hours of ECE credit helpful but not required.
- Prefer minimum of 1-2 years of professional child care experience.
- An understanding of child development.
- Excellent organizational and interpersonal skills.
- Must clear full background check per ODJFS and renew every 5 years.
- Must pass health screening and have a completed Medical Statement, signed by a physician.
- Infant/child CPR and First Aid certification.
- Complete Child Abuse Recognition training and Management of Communicable Disease training. Renew before expiration date, every 2 or 3 years depending on the training.

### **Personal Characteristics/Skills**

- Relational
- Detail oriented
- Reliable
- Good communication skills

### **Spiritual Gifts**

- Teaching,
- Encouragement
- Service

Reports to MCC Preschool Director