



## JOB DESCRIPTION

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| <b>Position Title</b>       | <b>Coast Kids Preschool Assistant Teacher</b>       |
| <b>Position Reports to:</b> | <b>Coast Kids Preschool Director</b>                |
| <b>Department:</b>          | <b>Weekday Preschool</b>                            |
| <b>Schedule</b>             | <b>Non-exempt, Full Time, Monday through Friday</b> |

### General Description

Assists lead teacher in implementing the daily program under the direction of the teacher and the director.

### Specific Duties and Responsibilities

- Assists in implementing the daily program under the direction of the teacher and the director.
- Assists in preparing the learning environment, setting up interest areas, and preparing needed materials and supplies.
- Assists in supervising the classroom and playground. Is responsible for discipline in the classroom/play yards in accordance with the preschool discipline formula under the direction of the teacher and/or director. Treats all children with dignity and respect.
- Assists with general housekeeping tasks in the classroom and play yards.
- Maintains a professional attitude in communicating with the teacher, director, children and parents.
- Attends staff meetings and training programs as deemed necessary by the teacher and/ or director.
- Is willing to fulfill responsibilities and procedures in accordance with the preschool staff handbook.
- Performs additional appropriate duties as assigned by the teacher and /or director.

### Knowledge/Skills Required for the Job

- Demonstrates Christian maturity in attitude, actions, and speech, showing a consistent walk with Jesus Christ.
- Provide proof of immunization against whooping cough and measles.
- Possesses an ability to interact effectively with parents, peers, and administrative staff.
- Must pass an extensive background check according to California State Licensing standards for a state licensed preschool and those of North Coast Calvary Chapel.
- Must possess strong command of the English language.
- Must be in agreement with the preschool teaching philosophy and methods.

### Desirable Qualifications

- Preferably has at least 1 year of successful experience in a preschool setting.
- Preferably have at least 6 ECE units. Must be willing to complete 2 ECE units per semester until core 12 ECE units completed.
- Preferably holds a current CPR and First Aid Card.

### Personal Relations

- Team player, ability to interact with staff and ministry members
- Ability to keep church and personal information confidential

### **Work Environment**

- May be working in a busy and noisy environment. There may be a number of activities and situations happening at once and the substitute teacher will have to supervise all children at all times.
- May experience smells associated with toileting and children who are ill.
- Follow all safety protocols working during COVID-19

### **Physical Requirements**

This job may require lifting of objects that exceed 50 pounds, with frequent lifting and/or carrying of objects weighing up to 25 pounds. Other physical demands that may be required are as follows...

- Pushing and/or pulling
- Climbing
- Running
- Stooping and/or kneeling
- Sitting on the Floor and/or Child-sized Chairs
- Reaching
- Talking
- Hearing
- Seeing