

Position: Preschool Teacher's Aide

Classification: Part-Time (~30-32/week), Contracted Salary Position

Location: Faith Lutheran Church and Preschool
1700 S. Halleck St., DeMotte, Indiana 46310

Narrative Description

Faith Lutheran Preschool is a ministry of Faith Lutheran Church, which seeks to grow through living God's Word. Our preschool ministry is an integral part of the mission outreach of Faith Lutheran Church, sharing Christ with families of our community in ways that instruct and invite them into greater fellowship with the life of faith as it is practiced and lived out in our life together. We serve families with children from three to five years of age by assisting parents and caregivers in nurturing their children in the faith while empowering them to be the primary educators of their children. Recognizing that children learn best through exploration, experimentation, and play, we work to cultivate the spiritual, social, emotional, intellectual, creative and physical development of each child in a warm and loving Christ-centered environment.

Working cooperatively with the Preschool Teacher/Director, the Teacher's Aide serves as vital support in the ongoing operation and development of this ministry. This individual works together as a team with the Teacher/Director and pastor in the spiritual development of all programs and reports to the Teacher/Director, receiving a written performance review from them on an annual basis. The Teacher's Aide is responsible for supporting the mission and ministry of Faith Lutheran Church and Preschool through regular interaction with children and families as we strive together toward excellence in sharing the Christian faith and in academic preparation.

Job Requirements/Qualifications

- Appreciation for Christian-based early education programs
- Support for LCMS Word and Sacrament ministry; while ideally candidates would be an active and engaged member of the congregation of Faith Evangelical Lutheran Church or another LCMS church, they should be a committed member of another Christian congregation
- Minimum of 18 years of age and a high school graduate
- Referenceable experience working with young children in a professional capacity
- Willing submission to all child protection policies established by Faith Lutheran Church and the state of Indiana, including, but not limited to a criminal background check and First Aid/CPR certification
- Warm and friendly personality that is sensitive to the needs of young children
- Willingness to fulfill all responsibilities together with other staff members in accordance with the policies and procedures established by the Teacher/Director and Board of Education of Faith Lutheran Church

Job Responsibilities

- Assist in the supervision, guidance, and management of the preschool ministry at the direction of the Teacher/Director by interacting with, initiating, and encouraging children in daily activities
- Assist in preparing the learning environment each day, setting up centers and preparing materials and supplies, sanitizing tables and toys, and helping with general housekeeping tasks, including restroom and sink areas
- Stand in as substitute for the Teacher/Director, conducting lessons and programs in his/her absence as needed
- Provide a model for the Christian life through regular church participation; if not a member of Faith Lutheran Church, this may be fulfilled through participation with their home church, however, involvement in other activities of the congregation as one is able is desired
- Maintain positive relationships with children, parents, staff, and congregational members with respect, love, and dignity
- Assist with field trips and other activities of the preschool ministry, that are outside the normal classroom hours such as evening programs, Lutheran Schools Week, graduation, etc.
- Be familiar with the theology of Faith Lutheran Church (educational opportunities will be provided), encouraging worship at Faith Lutheran Church among our families and acting in accordance with Lutheran doctrine and the moral teachings of the church at all times
- Assist with student evaluations, record-keeping, or other administrative tasks as time allows as requested by the Teacher/Director
- Attend regular staff devotions and/or Bible studies as requested
- Arrive on time for all shifts, notifying the Teacher/Director as much in advance as possible when unable to work
- Be able to lift over forty pounds
- Perform any other preschool duties when requested by the Teacher/Director

Salary

Annual salary \$16,000 - 20,000, based largely on years of experience

Salary is paid bi-monthly, on the 15th and 30th. One week paid personal/sick days are granted each year with request that they be taken during times school is not in session as much as possible. The salary is based on in-class hours and an allowance for administrative tasks through the year, including things like prep-work, field trips, picnics, registration, and training. The Teacher's Aide position gets much of the summer break off.