

Happiness Hill Preschool & Daycare is seeking a self-motivated, energetic and conscientious individual to join our team in making a positive difference in the lives of the children and families whom we serve. Every position here, from office staff to classroom teacher, works in unity to ensure that this preschool continues its 40+ year tradition of excellence in its Christ-centered instruction and operations.

ASSISTANT TEACHER

The Assistant Teacher is responsible for supporting the Lead Teacher in creating a safe, fun loving, Christ-centered and developmentally appropriate environment that encourages learning and self-discovery and that meets the social, emotional, physical, cognitive and spiritual needs of each young child. It must be supported in accordance with all the relevant church, school and Licensing regulations, policies and procedures.

JOB DESCRIPTION/RESPONSIBILITIES:

- Participates in planning both long- and short-range activities in accordance with curriculum objectives, program philosophy and developmentally appropriate practices
- Helps to create and maintain learning spaces that support and enhance curriculum activities
- Supports daily routines and provides positive guidance
- Provides appropriate supervision of children at all times, both inside and outside
- Practices positive discipline policies for classroom management to encourage self-regulation and to build children's self-esteem
- Performs light housekeeping duties to ensure the facility and equipment are clean, well maintained, and safe at all times
- Maintains daily communication with co-workers and parents in a friendly and respectful manner
- Completes assigned daily tasks as directed by the Lead Teacher
- Attends Professional Development Days, staff meetings and school sponsored activities
- Participates in curriculum planning and implementation
- Helps to keep children's belongings and classroom supplies organized and maintained
- Is a team player and works to build relationships with co-workers, children and their families
- Maintains confidentiality
- Supports all school and church policies, and is knowledgeable of and meets all applicable Licensing regulations

REQUIREMENTS/QUALIFICATIONS:

- Caring, compassionate and has a love for young children
- Must have completed a minimum of 8 ECE units with intentions to complete the 12 ECE units required by Licensing to be Fully Qualified
- Experience in a childcare setting preferred, but not required
- Current CPR and First Aid certification desirable
- Ability to meet all school, church and State Licensing requirements
- Enjoys interacting with young children
- Must be flexible as to classroom assignment, work schedule and interruptions to routine
- Ability to communicate effectively with children and adults, both orally and written
- Demonstrates a creative and enthusiastic teaching style
- Energetic and able to bend, kneel, sit on the floor, stand for long periods, and move quickly
- Team player; willingness and ability to follow directions and take instructions from Lead Teacher
- Ability to remain calm and level-headed in stressful situations and/or emergencies
- Has basic technology skills, e.g.-email, internet, simple phone system, copier
- Ability to lift up to 40 lbs. is desirable.

Based on employee status (part-time or full-time), we offer benefits, paid vacation, holidays and personal days, as well as the opportunity to work in a flexible and inclusive Christian environment which welcomes diversity, encourages cooperation, cultivates creativity and inspires respect.