

# **BUMC Center for Children and Families**

## **Assistant Teacher**

**Reports to: Center for Children and Families Director**

### **Ministry Description:**

The Center for Children and Families ministers to the needs of young children and their families by providing a safe, loving, Christian environment to foster intellectual, social, physical, emotional, and spiritual growth and development.

### **Education and Experience:**

- Prefer a minimum of a CDA or equivalent
- Prefer to be working on an Associates or Bachelor's degree in Child Development, Early Childhood Education, or Early Childhood Special Education
- Experience working with young children preferred

### **Classification:**

- Regular, full-time, Non-Exempt
- This position qualifies under the Religious Worker category of the Federal Labor Standards Act (FLSA) and is bound by non-exempt criteria.

### **Work Schedule:**

40 hours Mon – Fri 6:45-3:45, 8:00–5:00, 6:00-9:00 shift will vary per person. Each classroom has 1 assistant. (This position is full-time. The school is opened year round)

### **Qualifications:**

- Relates and communicates well with children and families
- Supportive of the purpose, principles, and ministries of Brentwood United Methodist Church
- Supportive of Christian values
- Has an understanding of curriculum planning and implementation
- Has previous involvement in a developmental preschool
- Works well with others
- Has ability to deal sensitively and confidentially with parent concerns and to develop professional relationships with parents
- Physically able to perform the job of teacher of young children
- Reliable and punctual
- Flexible in receiving assignments or adapting to changes in the program
- Willing to accept supervision in order to improve work performance

## **Responsibilities**

- To work with co-teachers to execute a curriculum to meet children's intellectual, physical, emotional, social, and spiritual needs within the guidelines of developmentally appropriate practice according to the NAEYC standards
- To create, in cooperation with co-teachers, experiences, activities, and opportunities for learning through play which are process-oriented rather than product-oriented
- To help arrange rooms and organize materials to provide a safe, warm, and developmentally appropriate environment for children
- To provide insights in assessing capabilities and needs of each individual child
- To develop a warm relationship with each child
- To provide appropriate care for any child regardless of his/her health or physical situation.
- To contribute to the center community by preparation for and participation in all staff meetings, planning sessions, special events, in-services, 18 hours of continuing education, and professional study
- To work as a team member to contribute ideas, create curriculum, and maintain a high standard of quality
- To be timely and organized about required paperwork (attendance, accident reports, daily reports, etc.)
- To provide parents with details on children's experiences through notes, etc.
- To adhere to the policies and procedures stated in the Center for Children and Families staff handbook
- To communicate regularly with the Director concerning any needs, concerns, or problems

## **Physical Requirements:**

Ability to stand for long periods of time in a classroom environment. Must be able to stand/walk and be active participant in classroom activities and events as needed. Must be able to lift and move items up to 25 pounds.