

Selah Early Learning Academy Job Description

Assistant Teacher



Preparing hearts, hands and minds of preschool children

We value Christ-centered, hands-on education with a relational focus

This position is available to start training immediately and begin in August with the 2019-2020 school year.

General Statement

We desire to grow relationally with each child and family, embodying our mission of instilling a passion for lifelong learning and a love for God. We understand the importance of Christian Education and provide an excellent educational environment. Selah's Teachers are responsible for guiding the social/emotional, cognitive, physical and spiritual growth and development of their classroom. Selah's Teachers are supervised by Selah's Director and Education Board, and work collaboratively with assistant staff. Teachers will work to create an engaging and "hands-on" learning environment, accessible to students of unique developmental and learning abilities. Teaching staff will work collaboratively to plan studies and activities with the purpose of meeting and exceeding Montana Common Core Standards for learning.

Duties and Responsibilities

- Collaborates with Lead Teacher to maintain a "hand's-on", learning environment.
- Assists Lead Teacher in planning, prep and facilitating of the current study and curriculum.
- Works collaboratively with the Lead Teacher to supervise and manage the classroom.
- Works to foster positive and trusting relationships with students, families and staff.
- Follows Selah's Daily Schedule, while being flexible to "teachable moments" as they occur
- Observe students, using Selah's adopted observation methods:
- Collects anecdotal, written, and/or picture observations for student portfolios.
- Substitute teach for the Lead Teacher, for absences pre-approved by Selah's Director.
- May substitute/ aide in other Selah Staff in other classrooms, as needed.
- Carries out all policies and procedures of Selah Early Learning Academy.

- Helps to plan and prepare classroom/school for Selah sponsored events or programs, and actively participates in them.
- Prepares, prints, copies, and puts together learning materials for the current study.
- Aides Lead Teacher in changing out learning centers /studies as needed in the classroom.
- Organizes and cleans classroom and resource room.

Required Qualifications- Experience, Education, Knowledge & Skills

- 18 years of age, or older.
- Worships in a Bible-based church and actively seeks Spiritual growth and accountability.
- One year experience working with children in a Sunday School, Home School or Day Care setting
- Willing to complete Selah's continued education and required trainings.
- Knowledge of resources for professional development.
- Current with Child CPR/1st Aide Certification, renews as needed.

Job Type: Part-time (M-F) about 20-25 hours a week. Meets weekly with Selah Staff and Director for staff meetings and planning.

Salary: \$13.00/hr

Offers for employment are conditional upon completion of professional reference checks and a background check.

To Apply:

Send a Cover Letter and Resume to Selah Early Learning Academy at selahschool@efcb.org.

Preferred Education & Experience

- A Bachelor's degree in Education, Early Childhood, or related field.
- Able to engage and supervise young children, with reasonable accommodation.
- Knowledge of EC developmental milestones, methods, and weekly lesson planning.
- Knowledge and experience with MT State childcare health and safety regulations.

Staff Meetings & Training, and Continued Education

- Attends scheduled Staff meetings, for planning, training, and professional growth.
- Current with Child CPR/1st Aide certification, renews as needed.
- Completes a minimum on 12 hours of State-approved, Early Childhood trainings yearly.

Professionalism & Spiritual Growth

- Commitment to following Selah's verbal and written policies/procedures.
- Maintains confidentiality in regard to families, Staff, and Selah's operations.
- Works to foster positive and trusting relationships with students, families, and Staff.
- Listens empathetically to questions/concerns of families or guardians.
- Worships in a Bible-based Church- actively seeks Spiritual growth and accountability.
- Maintains a professional and positive relationship with other E-Free staff, and individuals who may be sharing the Church "space" during school hours.

Professionalism & Spiritual Growth, continued

- Leads by "example"- demonstrating Christ's love and grace to others.

Preparation, Planning & Teaching

- Utilizes Selah's approved Lesson Plan (LP) forms, and submits them to the Director for the week ahead. Posts LP's in the classroom accessibly for other Staff.
- Preps/plans for the current day in a timely manner, ensures that attention is focused on students and families during arrival /departure time.
- Utilizes Selah's established Curriculum, following the approved teaching methods and yearly Scope & Sequence, as determined by Selah's Director and Board.
- Plans structured/hand's-on learning activities: that function to grow student's physical, emotional/social, spiritual, and cognitive development- and meet MT CC standards.
- Prepares, prints, copies, and puts together learning materials for the current study.

Classroom Environment & Supervision

- Works to create a physically safe learning environment, identifies, reports, and minimizes any potential risks to safety of the Staff, students, and families.
- Maintains appropriate MT state staff-to-student ratio at all times, inside and outside.
- Works to adapt teaching to varying developmental/behavioral needs of students.
- Uses Selah's positive discipline methods (ie Love & Logic), when engaging students.
- Works to collaborate and involve other teaching Staff, in the classroom.
- Cleans and sanitizes classroom, according to Selah's written procedures.
- Maintains a dynamic and "center-based" classroom environment: changing/ adapting learning centers during each study, with "hand's-on" activities.
- Keeps classroom (including counters and cupboards) neat and tidy- returns manipulatives and items used, to the Resource Room as needed.
- Observes/ assesses individual development of students: using approved tools/methods.
- Collects writing samples, worksheets, and student's work for portfolios.
- Facilitates Parent-Teacher Conferences, twice-yearly, or at the request of families and/or Selah's Director.

Communication with Families, Staff & Director

- Discusses the progress/ feedback of students with families, in a positive manner.
- Creates a *Communication Plan* w/Director, before discussing any behavioral or developmental concerns with families/guardians of students.
- Offers positive feedback and encouragement to students, during class time.
- Communicates clearly the plan and direction for class activities, to assisting Staff.
- Contributes class information and reminders, for Monthly Selah Newsletter.

Communication, continued.

- Communicates with Director's requests for information in a timely manner.
- Reports and concerns about the health, safety, or abuse and/or neglect of a child to the Director immediately, according to Selah's written policies.

Selah Related Activities & Outreach Events

- Helps to plan and prepare classroom/school for Family-Building events or programs.
 - Actively participates in Selah-sponsored relational events or scheduled activities.
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Please read and initial that statements below:

_____ I have read the above Job Description for *Lead Teacher*, with Selah Early Learning Academy.

_____ I understand that this Job Description may not be exhaustive- and may change with the needs and growth of Selah's program.

_____ I understand that I am able to meet and discuss my Selah's policies and procedures, as well as my position- with Selah's Director at any time.

Employee Signature: _____ Date: _____

Director's Signature: _____ Date: _____

Date of Hire:

Training Period:

Current Hourly Rate: