

## **Assistant Preschool Teacher**

**Job Title:** Assistant Preschool Teacher  
**Department:** Stepping Stones Preschool  
**Reports to:** Preschool Director  
**Status/Hours:** 2-Step – 10 hours per week, Tuesday and Friday mornings  
3-Step – 14 hours per week, Monday, Wednesday and Thursday  
5-Step – 23 hours per week, Monday through Friday

**Note: The 3-Step and 2-Step assistant positions may be combined for a 5 day assistant position if both positions are open.**

### **POSITION SUMMARY**

Stepping Stones Preschool provides a setting where children develop physical, social, emotional, spiritual, and intellectual skills appropriate for their age. The Stepping Stones staff strives to create a Christian environment that shares the love of Jesus and encourages children to grow and learn while receiving praise, love, and acceptance. Stepping Stones is an Indiana Registered Ministry and participates in the Paths to Quality rating system. The Indiana Early Learning Foundations guide instruction for kindergarten readiness.

The assistant teacher is responsible for assisting teacher(s) in developing and implementing a program of activities that promote the social, emotional, physical, and spiritual development of each child. The duties and responsibilities will be carried out under the direction of the classroom teacher.

### **ESSENTIAL JOB RESPONSIBILITIES**

- Assist teacher in implementing the daily program of activities
- Develop positive relationships with children and promote the development of self-esteem and self-discipline
- Assist teacher in progress review of children to help promote each child's growth and development
- Maintain and inventory classroom and gym equipment and supplies
- Complete required trainings for CPR, First Aid, Universal Precautions, Child Abuse Prevention, and Health & Safety
- Participate in professional development (hours determined by Paths to Quality)

### **POSITION QUALIFICATION REQUIREMENTS**

### **Spiritual Gifts Helpful for Position**

- Wisdom
- Leadership
- Discernment
- Teaching
- Shepherding

### **Character Traits Needed for Position**

- Personal relationship with Jesus
- High relationship skills – ability to work with young children and adult staff members
- Humble, flexible, teachable, and trustworthy
- Authentic and consistent in his/her own spiritual walk and relationships
- Ability to keep information confidential
- Good people skills – Team player
- Self-directed – Takes initiative
- Ability to work well with children

### **Necessary Skills and Attributes**

- Highly administrative
- Detail-oriented
- Strong interpersonal skills
- Able to lift 25-30 pounds

### **Required Education and Experience**

- High school diploma or GED
- Volunteer or work experience with young children