



**Ministry Area:** Children and Family Ministries

**Position Title:** Stepping Stones Assistant Teacher

**Supervisor:** Director of Stepping Stones

**Employment Classification/Status:** Part-Time, Non-Exempt

**Mission:** *To make disciples of Jesus Christ for the transformation of the world.*

**Core Values:** Big Hearted, Spirit Led, Christ Minded, Bound by Love

### **Position Overview:**

The Stepping Stones Assistant Teacher assists the Lead Teacher in helping make disciples of Jesus Christ by nurturing children and their families to connect deeply with God and all God's children. This position is responsible for assisting the Lead Teacher in adequately preparing children in all areas of child development including: physical, social, and emotional needs, as well as instruction in pre-readiness skills stated in the curriculum guidelines.

### **Essential Duties and Responsibilities:**

The Assistant Teacher is responsible for assisting their assigned Lead Teacher with the following:

- Establish and maintain a safe and healthy environment by:
  - Being responsible for room appearance, décor and learning environment appropriate for developmental level
  - Assuming an equal share of housekeeping and playground responsibilities
  - Designing an appropriate room arrangement to support the goals of learning
  - Promoting healthy eating practices
- Support child growth and development by:
  - Planning, supervising, and implementing the Stepping Stones curriculum
  - Creating and implementing lesson plans that are child centered and play-based, and incorporate all learning domains
  - Planning and implementing a curriculum that reflects cultural diversity and nurtures the individual child's cultural and socioeconomic background
  - Using and promoting positive guidance/discipline techniques and a variety of creative and expressive activities
  - Providing an environment that promotes a positive sense of self
  - Observing and documenting individual progress through anecdotal notes, developmental checklists, and other designated assessments
- Establish positive and productive relationships with families by:
  - Treating each child, coworker and parent with dignity and respect
  - Viewing parent-teacher relationships as a partnership
  - Providing regular communication, and being available and accessible to families
  - Addressing parent concerns directly with honesty and integrity
  - Assist with coordinating family involvement, especially in relation to special events
  - Participating in at least one formal Parent/ Teacher conference each year
  - Assessing student development and sharing concerns with Director of Stepping Stones for referral to support services and resources relating to the individual needs of the child
- Maintain a commitment to professionalism by:

- Partnering with the assigned Lead Teacher to provide excellent instruction for children and hold each other accountable for collaborative and professional interactions between peers, parents and administration
- Attending all staff meetings, parent meetings, and other mandatory in-service trainings
- Exhibit dedication and investment in the mission, vision and core values of Trinity United Methodist Church
- Assist and perform other duties as assigned

**Education, Experience, and Certification Requirements:**

Required Qualifications

- Must possess at least one of the following;
  - Associate’s Degree in Child Development or related field
  - High School Diploma with a staff credential
- Minimum of one year experience in educational setting and/or child care
- Have the ability to multi-task and teach children with a diverse skill-set
- Have strong communication, self-starting and listening skills; is patient and has a passion for children
- Have a team player mentality, and is able to work independently and be self-directed and self-disciplined
- Ability to build strong relationships with children and parents and partner with them to support in times of need and celebrate in times of joy
- Exercise good judgement, have integrity and maintain a commitment to confidentiality

**Licensure and/or Certification Requirements:**

- Be able to meet all Department of Children and Families (DCF) childcare staff requirements

**Spiritual Gifts** (God-given gifts valuable in completing job duties):

- Teaching - imparting the truth through instruction
- Encouragement - encouraging others to grow in their faith
- Hospitality - make others feel welcome and comfortable

<b>Skill Requirements: (X = Required for job)</b>			
X	Typing/computer keyboard	X	Verbal communication
	Utilize computer software	X	Written communication
	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs		Research, analyze and interpret information
	Verify data and information		Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory, manage people
X	Operate office equipment	X	Basic Mathematical concepts (add, subtract)
	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (inference, formulas, equations, statistics)

<b>Physical Requirements: (X = Required for job)</b>			
X	Sitting for extended periods of time	X	Lifting/carrying up to 20 pounds

X	Standing for extended periods of time	X	Lifting/carrying more than 20 pounds
	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Writing
	Other:		Other:

<b>Hazards: (X = Required for job)</b>			
X	Normal office environment	X	Electrical current
	Toxic or abrasive chemicals	X	Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts

*This description may not be all-inclusive and is subject to change at any time. The position is expected to perform other duties as assigned and directed. Position description and duties may be modified whenever deemed appropriate. When applicable, Trinity UMC will consider modifications to essential job functions to reasonably accommodate a qualified individual with a disability if such accommodation does not create undue hardship. Employment at Trinity is at-will. This position description is not intended, nor should it be construed, to modify this employment at-will relationship*

**Created:** July 15, 2019; **Updated:** October 8, 2019; **January 27, 2020**  
*January 27, 2020 – Approved by Director of Stepping Stones*