



Trinity Lutheran Christian School | Ages 6 Weeks - 8th Grade

POSITION DESCRIPTION

Job Title: Assistant Teacher

Reports to: Assistant Director; Lead Teacher

FTE: Full-time or Part-time

Compensation: \$15.95-\$20.50 per hour, Depending on Experience

Job Summary: Assist in implementing the daily program in children's classes under the direction of the Lead Teacher. Attend required trainings and designated Trinity Early Learning Center events.

Qualifications

Spiritual

1. We value each individual's personal relationship with Jesus
2. We value people. We think that all human beings are genuine miracles, built with precision and complexity by the Creator of the universe
3. We value the Scriptures. We think that any attempt to live in-step with Jesus means we need to know Jesus, based on what he says
4. We value discipleship. The root word for "disciple" is "learner," and we value the life of ongoing, fruitful learning with one another and the Savior
5. We value prayer, as communion and conversation with God. Our goal with every prayer is to become more faithful, more honest, and more in-tune with the God we love
6. We value Portland. God loves this city, so we love it, too. Portland is a collection of rich culture and beautiful miracles!

Physical

1. Ability to observe, hear, and respond to the needs of children and to emergencies or conflicts that might arise in a classroom, on the playground, or in common areas
2. Ability to lift children of up to fifty pounds from the floor to waist high ten to fifteen times a day; to crouch to a child's height and maintain eye contact at a child's level; to sit on the floor; to stand tall enough to reach children who are on play equipment
3. Ability to communicate orally and in writing in the English language
4. Confidence to care for up to 15 children alone and to handle the stress, tension, and exasperation of daily contact with staff members, parents, and children

Description of Duties

1. Assist in implementing the daily program under the direction of the teacher
2. Treat all children with dignity and respect. Follow Trinity’s guidance policy and take initiative to clearly communicate discipline concerns to the Lead Teacher
3. Give input in children’s ongoing social, emotional, creative, spiritual, cognitive, and physical evaluations. Assist teacher in preparing formal evaluations annually
4. Fulfill responsibilities and procedures as presented in the Operating Handbook
5. Establish a positive liaison with families. This duty includes making daily contact with parents as well as attending specific events and meetings: *e.g.*, Family Fun Night, Harvest Party, Christmas Program. Etc.
6. Initiate conversations with others about Christian faith and spirituality with love and authenticity
7. Attend all required staff meetings and training sessions
8. Provide break coverage, as needed
9. Fulfill ongoing training requirements outlined by the Oregon Employment Department, Child Care Division
10. Maintain current infant/child CPR and first-aid certification and food handler’s certificate
11. Other duties as assigned

Employee’s Name

Date

Supervisors’ Name

Date