**Morning/Afternoon Assistant Teachers**

Part-time, hours 7-1 OR 1-6 Monday – Friday, 1 & 2 year old classrooms

**General Responsibilities:**

* Arrive to classroom on time :
  + 7am set up classroom; 1pm supervise naptime
* Changing diapers and assisting with toilet training as necessary; lifting required
* Maintaining a clean and safe environment in the classroom
* Work closely with lead teacher during scheduled time, assisting in various assigned duties in the classroom.
* Interact with the children and encourage their involvement in activities.
* Assist lead teacher in keeping attendance records
* Supervise all activities to ensure safety of each child at all times
* Communicate in a professional manner with parents upon drop-off/pick-up

**Requirements:**

* Must be willing to impart Christian values and themes to the children
* High-school diploma, CDA and childcare experience preferred
* Must be punctual and reliable
* Ability to relate joyfully and sensitively to children
* Evidence of emotional maturity and stability
* Evidence of sufficient confidence and judgement to handle crisis situations and to use supervision constructively
* Physical stamina. Ability to sit on floor and small chairs for lengths of time, and to move freely with the children; and some lifting required
* Must submit to a Criminal background check from DFPS

**Full Time Lead Teachers**

Hours 8-5 Monday – Friday, 3 & 4 year old classrooms

**General Responsibilities:**

* Prepare and post lesson plans based on unit of the week, to meet developmental objectives. 1 hour of paid planning is included between 12-2, as well as a monthly stipend
* Assign duties to assistant teachers, and share in responsibilities
* Order supplies and materials for classroom
* Prepare monthly letter to send home to parents
* Fill out daily notes for parents, overseeing additional notes from assistant teacher
* Maintain in-class records and files, and keep attendance records
* Ensure continuity of rules, expectations, and information from morning through afternoon.

**Requirements:**

* Must be willing to impart Christian values and themes to the children
* A degree in early childhood education or related field
* Must be punctual and reliable
* Ability to relate joyfully and sensitively to children
* Evidence of emotional maturity and stability
* Evidence of sufficient confidence and judgement to handle crisis situations and to use supervision constructively
* Physical stamina. Ability to sit on floor and small chairs for lengths of time, and to move freely with the children, some lifting required
* Ability to supervise aides and assistants.
* Must submit to a criminal background check from DFPS

**Part time 2’s Co-Teacher**

Hours 8:30-12:00 Tuesdays & Thursdays

**General Responsibilities:**

* Plan and execute weekly lesson plans based on a curriculum outline
* Assist with diaper changing and toilet training as necessary
* Interact with children and encourage their involvement in activities
* To provide a warm and safe environment that is neat, clean, and appealing and permits the child to grow and explore
* Take responsibility for upkeep of all materials and equipment in the classroom
* Establish and maintain good communications with parents on a daily basis
* Maintain attendance records
* To supervise all activities and ensure safety of each child at all times
* To order supplies and materials needed for the classroom

**Requirements:**

* Must be willing to impart Christian values and themes to the children
* High-school diploma, CDA and childcare experience preferred
* Must be punctual and reliable
* Ability to relate joyfully and sensitively to children
* Evidence of emotional maturity and stability
* Evidence of sufficient confidence and judgement to handle crisis situations and to use supervision constructively
* Physical stamina. Ability to sit on floor and small chairs for lengths of time, and to move freely with the children; and some lifting required
* Must submit to a Criminal background check from DFPS

**Part time 4’s Teacher**

Hours 8:30 – 2:30 Tuesdays & Thursdays

**General Responsibilities:**

* Plan and execute weekly lesson plans based on a curriculum outline
* Interact with children and encourage their involvement in activities
* To provide a warm and safe environment that is neat, clean, and appealing and permits the child to grow and explore
* Take responsibility for upkeep of all materials and equipment in the classroom
* Establish and maintain good communications with parents on a daily basis
* Maintain attendance records
* To supervise all activities and ensure safety of each child at all times
* To order supplies and materials needed for the classroom

**Requirements:**

* Must be willing to impart Christian values and themes to the children
* A degree in early childhood education or related field
* Must be punctual and reliable
* Ability to relate joyfully and sensitively to children
* Evidence of emotional maturity and stability
* Evidence of sufficient confidence and judgement to handle crisis situations and to use supervision constructively
* Physical stamina. Ability to sit on floor and small chairs for lengths of time, and to move freely with the children; and some lifting required
* Must submit to a Criminal background check from DFPS

**Music and Computer Teacher**

Part Time; Approximately 25 HPW, Monday – Friday, year round

**General Responsibilities:**

* Musical background and knowledge is necessary for this position
* Lead 20 minute classes for ages 1-5
* Create lesson plans weekly that include elements of music theory, preschool curriculum, varying genres, Christian faith, instruments, and movement
* Compile and organize materials needed for music room, and be prepared for classes each day
* Prepare an annual Christmas program from start to finish for 3 and 4 year old classes. Select all music, rehearse with children and teachers, coordinate with pianist and staff for rehearsals and performance, and direct on night of program (December 13th).
* Maintain discipline and safety in the music room by planning age appropriate activities, keeping area clean and organized, and keeping children engaged
* Computer skills are a must as you will be responsible for the operation and maintenance of all computers (8) and their components
* Each group of 3 and 4 year olds come to class for 20 minutes, follow established curriculum and activities and assist children in learning how to sit, use mouse/keyboard, and navigate desktop
* Troubleshoot computer and user errors, and install games as necessary
* Create lesson plans monthly to progress children to more challenging games

**Requirements:**

* Must be punctual and reliable
* Must be willing to impart Christian values and themes to the children
* Experience in the area of music education and ability to read and interpret music
* Ability to relate joyfully and sensitively to children
* Evidence of emotional maturity and stability
* Evidence of sufficient confidence and judgement to handle crisis situations and to use supervision constructively
* Physical stamina. Ability to sit on floor and small chairs for lengths of time, and to move freely with the children; and some lifting required
* Must submit to a Criminal background check from DFPS