

## **POSITION DESCRIPTION**

**Position Title:** Student Worker High School\* or College

**Area of Ministry:** Child Development Center

**Purpose:** The student worker will work as an aide/teacher in the classroom under the direction of the Lead Teacher to assist the students at times when a teacher aide is not present.

### **Primary Duties and Responsibilities**

1. Assist the lead teacher with activities in the classroom
2. Help supervise the students
3. Record attendance and food service as needed
4. Follow end-of-day duties as outlined by the teacher
5. Take care of children's needs and guide them to be independent and follow the rules of the classroom

### **Organizational Relationship**

1. Responsible to the Lead Teacher.
2. Reports to the Director or Assistant Director.

### **Qualifications - Required**

1. Demonstrates the impact of faith in Jesus Christ as Lord and Savior in his/her life and follows the teachings of the Lutheran Church Missouri Synod while working.
2. High school or college student who loves working with children
3. Professional appearance
4. Sensitive to the needs of others, cares about the feelings of others, shows Christian concern for all, maintains confidence and is respectful of others
5. Uses correct language, is tactful, courteous and an effective listener
6. Is physically and emotionally helpful, poised, punctual and enthusiastic
7. Communicates effectively with students, commending and reinforcing good conduct and achievement on the part of the students
8. Uses Christian love in disciplinary methods and follows the lead of the classroom teacher
9. Maintains confidentiality regarding personal information of students and families
10. Follows licensing regulations in Chapter 3, Regulations Governing Licensure of Child Care Centers.

**Job-Type:** Part-time, non-exempt

### **Compensation**

This position follows the policy adopted by the Voting Assembly of the Ministry of St. John Lutheran (see Section 2.0 of Personnel Policy Manual).

\*High School Student has to be at least 16 years of age. We hire a limited number.

**Date:** March 2025