POSITION DESCRIPTION

Position Title: Teacher Aide

Area of Ministry: Child Development Center

Purpose: Works with the Lead Teachers to promote the educational and social development of students.

Primary Duties and Responsibilities

1. Assists the Lead Teacher with planning and implementing weekly themes, projects, lesson plans and daily activities.
2. Observes, records and assess each student's individual growth and development.
3. Maintains a safe, healthy environment for students at all times.
4. Actively engages in daily activities and routines with students.
5. Ensures compliance with all Nebraska Department of Health and Human Services rules and regulations.
6. Participates in training and as required by the Center according to its level in Step Up to Quality and NE Licensing.
7. Attends staff meetings as required by the director.

Organizational Relationship

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

Qualifications - Required

1. Demonstrates the impact of faith in Jesus Christ as Lord and Savior in his/her life
2. High school diploma or equivalent
3. One year of experience working with children from birth to five years, or school age, in a home care or center setting.
4. Professional appearance
5. Sensitive to the needs of others, cares about the feelings of others, shows Christian concern for all, maintains confidence and is respectful of others
6. Uses correct language, is tactful, courteous and an effective listener
7. Is physically and emotionally helpful, poised, punctual and enthusiastic
8. Communicates effectively with students, commending and reinforcing good conduct and achievement on the part of the students
9. Uses Christian love in disciplinary methods and follows the lead of the classroom teacher
10. Maintains confidentiality regarding personal information of students and families

11. Able to be qualified as an aide according to NE Licensing.

Qualifications - Preferred

1. Two years of experience working with children from birth to five years, or school age, in a home care or center setting.
2. The individual is a practicing LCMS church member.

Job-Type: Part-time, non-exempt

Compensation

Salary and Benefits: The salary and benefits follow the policy adopted by the Voters Assembly of The Ministry of St. John Lutheran (see Section 2.0 of the Personnel Policy Manual).

Date: November 2024