



A DIVISION OF CHAT (CHURCH HILL ACTIVITIES AND TUTORING)
www.tinytykespreschool.org www.chatrichmond.org

TINY TYKE'S CORE PURPOSE:

We are a preschool program for the East End that is committed to fostering a love of learning through a gospel-centered, creative, community-focused education.

CHAT's Why we do what we do:

1. Because every person is created in the image of God and therefore valuable.
2. Because the destructive forces of cyclical poverty deny that value, especially for children.
3. Because we are hopeful for the Gospel flourishing for our youth and city.

CHAT's How we do what we do:

1. First, create amazingly hospitable spaces.
2. Second, develop and promote authentic relationships.
3. Then, educate with meaningful skills (hands), model spiritual integrity and reconciliation (heart) and teach the gospel (head).

TINY TYKES PRESCHOOL PROGRAM
ASSISTANT TEACHER
JOB DESCRIPTION

CATEGORY: Part Time Staff

REPORTS TO: Director, Rebecca Granger

LOCATION: TINY TYKES , 1920 FAIRMOUNT AVENUE, RICHMOND, VA 23223

SALARY: \$10,352 PER NINE MONTH YEAR

JOB SUMMARY

Assistant Teachers assist Lead Teachers in planning and implementing learning experiences that advance the intellectual, emotional, social, spiritual and physical development of children within a safe, healthy and nurturing learning environment. They encourage the involvement of the families of the children of the program and support the development of relationships between children and their families.

FUND DEVELOPMENT

- CHAT claims development as one of its core strategies. Inviting others to pray for the work God is doing in this community and to give to our efforts is an essential aspect of CHAT's continued

growth, and its ability to serve youth.

- Each member of the CHAT staff team is required to participate in resourcing CHAT's ministry by participating in activities directed by CHAT's Fund Development Team and Tiny Tyke's Director. These include, but are not limited to, sharing email contacts for your network of relationships, writing thank you notes, addressing letters, and participating in CHAT's spring fundraiser event and Tiny Tykes' spring annual fund.
- Hours required for the above responsibilities are included in pay.

PRIMARY RESPONSIBILITY

To assist the Lead Teacher in a Preschool setting.

SPECIFIC RESPONSIBILITIES

- Assist the teacher in planning and implementing activities with children between the ages of two and a half and five years, consistent with the curriculum guide;
- Follow basic principles of early childhood development as outlined in the Teacher's Guide to Teaching at Tiny Tykes Preschool Program;
- Establish and maintain effective, working relationships with children, parents and CHAT staff;
- Hours of work and schedule are determined annually, based upon program needs and availability of funds; For school year 2017-2018, hours are 8:30 a.m. – 12:30 p.m., Monday through Friday. One day a week the assistant hours will be 8:30 - 1:30 to account for home visits.
- Attend monthly Tiny Tykes Staff Meetings (usually first Wednesday of the month, 12:30p.m.).
- The Assistant Teacher is supervised in the classroom by the lead teacher and the Director;
- Assist the teacher in planning and maintaining a safe, clean learning environment and in assuring the well-being and safety of the children in his/her care;
- Follow the CHAT (Church Hill Activities and Tutoring) Employee Manual and adhere to CHAT mission and values;
- Exhibit a genuine nurturing, caring attitude to all children;
- Maintain a positive, calm attitude and voice, and encourage this attitude and voice with others working in the classroom;
- Maintain a cooperative attitude of working together with the teacher, volunteers and parents in planning and implementing activities;
- Assist teacher when needed to implement the developmental assessment for each child to determine the child's strengths and areas in which each child may need help;
- Plan with and assist the teacher in preparing materials and supplies in advance for activities;
- Ensure children are supervised at all times;
- Assist in providing various experiences and activities for children including songs, games and story-telling;
- Assist in building children's self-esteem;
- Establish routines and provide positive guidance;
- Implement positive discipline when required;
- Clearly and effectively communicate in a manner that children understand;
- Help Lead Teacher prepare snacks and water for children;
- Serve as a bus helper at least twice a week;

MINIMUM QUALIFICATIONS

Anyone seeking this position at tiny Tykes Preschool should:

- Share a personal confession of faith in Jesus Christ and commitment to the vision and mission of CHAT.
- Share an intentional and practiced commitment to serving and engaging in the community of Church Hill.
- Possess a high school diploma or GED
- Have some experience working with children of preschool age;
- Be able to communicate effectively, both orally and in writing;
- Be able to physically lift between 25 and 35 pounds;
- A Child Development Certificate (CDC) is preferred.