

Assistant Teacher - Family Refuge

At Family Refuge we support families in our community who are at risk of spiritual, emotional, and physical poverty. Family Refuge offers a place for safe childcare, community resources, parent training, and Biblical education all in the context of relationships. The result is healthier families, vibrant spirituality, and a stronger community.

We want an Assistant Teacher who supports and assists the Lead Teacher with plans and participates in classroom, playground, and field trip activities. These activities are designed to foster and/or enhance all areas of the child's development. Assistant Teachers will provide support in CACFP record keeping. They will also maintain and help create menu and meal prep efforts during naptime. Most importantly, he/she will steward The Family Refuge's mission of seeing the families we are serving take steps closer to Christ. Keep reading if you think you're up for the challenge.

The basics:

- Works well in a collaborative team environment
- Self awareness and humility when interacting with diverse staff and families
- Reliability and confidentiality are a must with a commitment to mandatory reporting when necessary
- Flexible and adaptable as situations and issues arise
- Represent the organization positively within the community

The works:

- Assist in daily activities with the Lead Teacher based on the classroom lesson plans.
- Cooperate with other staff and classroom groups to maintain smooth functioning.
- Use drop-off/pick-up times to communicate with parents about child development and progress
- Maintain attendance and CACFP requirements, daily.
- Guide children in social skills and nutritional practices
- Attend staff training and meetings, and parent meetings as requested;
- Assist in providing and maintaining a safe and healthy developmentally appropriate environment;
- Assist in conducting the daily cleaning and management
- Assist in implementing children's I.E.P. (Individual Education Plan) or I.F.S.P. (Individual Family Service Plan) seeking clarification for any aspects that are not well understood;
- Perform other duties, as may be required.
- Reports to Childcare Director

What it looks like:

- Minimum age of 18 and possess a high school diploma or equivalent
- Commitment to attending at least one monthly webinar or workshop aimed at achieving CDA credentials or higher educational qualifications.
- Full Time and Part Time available
- \$12-\$14/hour salary range
- Working Conditions
 - Possible exposure to blood and bodily fluids or tissues
 - Possible exposure to communicable diseases
 - Must be able to lift 55 pounds
 - Job requires standing for long periods, as well as stooping, squatting, and running.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date

Supervisor Signature

Date

Department Signature

Date