



Early Childhood Assistant Job Posting

Personal Qualifications:

Plymouth Christian Academy is seeking an enthusiastic, nurturing **Part-time Early Childhood Assistant** for the Begingergarten (Young Fives) program.

The qualified individual is expected to demonstrate patience, humility, integrity, and kindness while performing his or her daily duties.

In faithful living, you are expected to:

1. Be committed to a consistant, daily walk with Jesus Christ.
2. Believe that the Bible is God's word; standard for faith and daily living
3. Model Biblical principles in attitude, speech and actions toward others. (Luke 6:40)
4. Be Actively involved and faithful to a local church which Statement of Faith is in agreement with the school's Statement of Faith.
5. Demonstrate by example, the importance of Scripture study, prayer, witnessing, and unity in the Body of Christ.
6. Agree with the school's Statement of Faith and Christian philosophy of education.
7. Have the spiritual maturity and personal leadership qualities to nurture children.

Position Summary:

This position provides support to the classroom Teacher to help students develop spiritually, socially, emotionally, academically and physically.

Qualifications:

1. Must have a minimum of 2 years experience working with young children and/or a certificate in early childhood education, child development, or an equivalent
2. High School Diploma or GED required
3. Ability to complete CPR, First Aid and 16 annual hours of Early Childhood training, as required by the State of Michigan licensing agreements.
4. Demonstrate strong interpersonal skills to develop relationships with staff, parents and students.
5. Possess a strong work ethic, be punctual, and have minimal absences
6. Good oral and written communication skills.
7. Must be available to work anytime between 8:00 a.m. - 3:30 p.m.

Physical Requirements:

Early Childhood Assistants are required to supervise students inside the school and outside. The playground consist of large, grassy field, paved lot, and structured equipment areas. Staff may be required to walk to and from the playground while supervising activities. Typical weather ranges from hot, humid days in the fall/spring to freezing and sub-zero temperatures in the winter. Snow and rain are also common throughout the year. Therefore, must have the



physical ability to walk and accompany students outside, during various temperatures and weather conditions. Must also be able to actively supervise, participate and engage with students in the classroom, gymnasium area and during outside activities.

- Must be able to kneel, bend, squat, lift, push, pull, and carry children up to 40lbs

Job Responsibilities:

1. Assist the Teacher in daily activities in the classroom, including greeting children, leading circle time, small group and individual student support, as directed by the teacher.
2. Classroom Preparation
 - a. Ensure the safety and well-being of each child by responding to their emotional, social, physical and educational needs.
 - b. Supervise children and provide appropriate activities.
 - c. Organize and straighten the classroom before class begins and clean-up afterwards.
 - d. Assist in classroom décor by helping to display student work and prepare bulletin boards.
 - e. Prepare written communication to parents and families, when necessary.
 - f. Communicate clearly and interact enthusiastically with students and parents in the classroom.
 - g. Comfort and help students adjust to the classroom routine, under the direction of the teacher.
 - h. Develop and maintain rapport with students, parents and staff by treating others with respect and dignity.
 - i. Participate in evening and required functions, such as open house, graduation programs and training sessions.
 - j. Assume role in teaching responsibilities in the absence of the classroom teacher as outlined in the lesson plans.
 - k. Know the procedures to respond to an emergency
 - l. Notify the Teacher and administration in a timely manner if unable to fulfill any duty assigned.
 - m. Disinfect and wash toys as needed

Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through a criminal records check with local, state, and federal law enforcement agencies.