



## Job Profile

**JOB TITLE:** STONEBRIAR PRESCHOOL PALS ASSISTANT TEACHER

**REPORTS TO:** DIRECTOR OF STONEBRIAR PRESCHOOL PALS PROGRAM

### MINISTRY PURPOSE:

*Love God, Love Others* by upholding the ministry values of Stonebriar Community Church (SCC), cultivating intimacy with God, and leading others toward Christian maturity. This position is to provide a classroom experience that will help children in Stonebriar Preschool Pals (SPP) grow physically, emotionally, intellectually, and spiritually, as well as to facilitate effective communications among the SPP leaders, teachers, parents, and volunteers for ministry to children ages 18 months through 4 years, in accordance with the Mission Statement of Family Ministries, Statement of Faith, Bylaws, and Core Values of Stonebriar Community Church.

### FAMILY MINISTRIES MISSION STATEMENT:

Our mission is to partner with families as a nurturing, biblical community to provide child-relevant/age-appropriate opportunities for connecting, evangelizing, instructing, discipling, and equipping children to enjoy God for their entire lives.

### MINISTRY RESPONSIBILITIES:

Including but not limited to:

#### **Job Description**

To provide the atmosphere and experience necessary for children to grow mentally, emotionally, socially, physically, and spiritually.

#### **1. Leadership**

- Show care and Christian concern for parents, teachers, and children in the office and in the classroom.

#### **2. General Responsibilities**

- Understand and abide by the Minimum Standards & Guidelines.
- Attend orientation, pre-service training hours required by the state prior to caring for a group of children, and continued training for the required 24 hours annually.
- Provide a safe and nurturing atmosphere consisting of age-appropriate activities that meet the emotional, physical, intellectual, spiritual, and social needs of the individual and the group through a daily schedule of alternating active and quiet times, with opportunities for individual and group experiences.

- Utilize positive methods of discipline and guidance that are consistent and reflect an understanding of individual needs and development, and that encourage self-esteem, self-control, and self-direction.
- Advise office staff of any changes of the children's files.
- Co-teach with the Lead Teacher on a daily basis.
- Assist the Lead Teacher in ensuring that the classroom is set up for the day you are teaching.
- Greet parents and children with a smile before each class and at the end of the day when the children are leaving.
- Put away SPP supplies on Thursday or Friday and return all checked-out items to the SPP resource room and SPP library.
- Post allergy list of each child with allergic reactions, and update as new children are enrolled.
- Turn in receipts for supplies purchased for reimbursement, which will be deducted from each classroom's budget.
- Maintain a safe, clean, neat, and appealing environment.
- Clean and disinfect toys, cabinets, tables, and chairs daily.
- Maintain records for the classroom.

### **Additional Responsibilities**

- Answer basic questions about the church's faith, providing religious resources or praying with someone if requested.
- Coordinate and communicate with supervisor regarding responsibilities to be managed onsite or remotely.

### **TEAM MEMBER CONTRIBUTION:**

- Attend SPP staff meetings and trainings.
- Assist the SPP staff and leadership team.
- Coordinate with SPP Director.
- Coordinate and work cooperatively with the Family Ministries leaders and staff.
- Contribute toward the improvement of the ministry as a whole.

### **MINISTRY QUALIFICATIONS:**

#### Character

- Maintain a personal relationship and growing intimacy with Jesus Christ.
- Have a servant's heart with integrity and honesty.
- Possess a teachable and open attitude.
- Function well with coworkers, treating them with honor and grace, and providing prayerful support—a team player.

#### Philosophy of Ministry

- Be an active part of a staff family that values abiding in Christ and growing together in that pursuit, as we joyfully do life and ministry together.

- Embrace our staff ministry values: character in ourselves, honor to others, grace in our relationships, excellence in our pursuits, and glory to our God.
- Work with others in accordance with this statement: *We want more for each other than from each other.*
- Be in full agreement with and committed to the Statement of Faith of SCC.

#### Competency

The ideal candidate for this position has:

- A strong work ethic and initiative.
- Social skills and patience to relate well to the public.
- Early Childhood continuing units or training preferred, but not required.
- Experience working with a group of preschoolers in a licensed childcare facility, or a group setting, preferred.
- A love for children.

#### **Job Status:**

Part Time: 12 to 24 hours per week

No Benefits

Non-Exempt