



# PDO ASSISTANT TEACHER

## **JOB DESCRIPTION**

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### **ACCOUNTABLE TO: PDO COORDINATOR**

#### **OVERVIEW:**

- » The assistant teacher will help foster a loving and nurturing environment for preschoolers to explore, learn and enjoy. The assistant teacher is responsible for helping to maintain an inviting classroom space that encourages the children to feel loved and safe.

#### **QUALIFICATIONS:**

- » Must be a born again believer (John 3:3)
- » Committed to walking in a manner worthy of his calling in all circumstances exhibiting integrity, honesty, purity, etc. (Ephesians 4:1)
- » Live life as one who loves God and his neighbor (Matthew 22:36-40)
- » Exhibit both administrative and interpersonal maturity.
- » Possess the over-arching vision of TBC and be able to work as a team member to carry out that vision.
- » Passionate to help children discover Jesus as Savior and become followers of Jesus Christ.
- » Have a servant heart and see ministry as a calling not a job.
- » Position Expectation:
  - » Be able to observe, hear and respond to children, emergencies, conflicts that may arise in the classroom.
  - » Be able to lift children from the floor, bend down to a child's height or sit on the floor.
  - » Must be confident that he/she can handle daily contact with staff, parents and children and coordinate with the lead teacher to address tense or challenging situations.
  - » Coordinate with the lead teacher to implement daily classroom activities that address the spiritual, physical, emotional, social and mental needs of the children.
  - » Communicate discipline concerns with the lead teacher.
  - » Responsible for assisting in creating an ordered classroom including décor, arrangement and learning environment.
  - » Will attend all staff meeting and training sessions.
  - » Maintain a current infant/child CPR and first aid certification.
  - » Report all supply and maintenance needs to the lead teacher.

#### **SALARY:**

Daily Base Rate: \$60

Returning Teacher: \$65

Year 4: \$70