



JOB DESCRIPTION

Growing in the Son Academy – Assistant Teacher

Human Resources Department
Operations & Finance

Reports To: Lead Teacher and Growing in the Son Preschool Director
Category of Employment: Temporary, Part-time
Anticipated duration limited to 2018-2019 GIS school year.
Payroll Status: Hourly, Non-Exempt
Office Hours: Dependent on age level of classroom, not to exceed 25 hours per week, as scheduled

The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.

Job Summary

To further the mission of the Church by effectively supporting and assisting a lead classroom teacher in the general supervision and management of an assigned class of preschool children. The assistant will also demonstrate a consistent and effective model of integrity, efficiency, and accountability in performing duties assigned, as well as promote the spiritual, academic, social, physical, and emotional development of the children.

Minimum Qualifications

1. **Experience:** Ministry related experience with programs related to preschool age children preferred.
2. **Education:** High School Diploma. A preferred candidate will have a Bachelor’s degree from an accredited institution in Children’s Ministry, Education, or related field. Consideration will be given to candidates having experience and demonstrated proficiency in field.
3. **Knowledge, skills, and gifts:** Must have strong interpersonal and communicative skills. Must be able to establish, foster, and maintain an effective, working relationship with preschool age children, parents, and staff. Position requires a commitment to the Christian education of preschool age children, expressed by a joyful attitude, a team spirit, a servant’s heart and hard work. Some computer knowledge and experience with Microsoft Office applications preferred.
4. **Physical Demands:**
 - a. Activities with children, including sports and games of a physical nature.
 - b. May be called upon for lifting, pulling, climbing, bending, carrying, and pushing as needed to set up activities and events.

Expectations

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Recognizes that our work is a ministry unto God to be performed with a spirit of excellence.

Conditions of Employment

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the policies and procedures of CCC and GIS Preschool.
4. Must be an active, participating member of Compassion Christian Church or another Bible-believing church.

Duties and Responsibilities (Essentials)

1. General staff responsibilities:
 - Attend church events, All Staff functions, and staff training as required.
 - Participate in called departmental meetings.
 - Ability to work effectively in a team environment.
 - Maintain a professional demeanor while at the same time, developing a trusting relationship with parents.

2. Specific ministry duties and responsibilities:
 - Assists Lead Teacher with all components of classroom organization, management, and instruction.
 - Assist Lead Teacher in maintaining student portfolios.
 - Assists the Lead Teacher in maintaining discipline and supervision of children during all GIS Preschool activities as outlined in the GIS Policies and Procedures Handbook.
 - Develops and maintains positive relationships with all Preschool parents and children.
 - Protects all children from physical punishment or verbal abuse by anyone in any program activity, and immediately reports any such incident to the GIS Director or person in charge.
 - Observes children to detect signs of illness, injury, emotional disturbance, learning disorder, speech problem, or other special need and reports these signs.
 - Observes children for any suspected or disclosed signs of child abuse or child neglect and reports them immediately to the classroom teacher, GIS Director or person in charge in accordance with the CCC/GIS Child Abuse/Neglect Reporting Policy and Procedures.

3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

Performance and Evaluation

Success in the position will be measured according to the performance assessment tool approved by the Lead Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self-motivation, attitude, and potential for growth.

Employee Acknowledgement

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Printed Name of Staff Member: _____

**Signature of Staff Member
Acknowledgment of Job Description**

Date