



## Assistant Teacher Position

### Job Description:

The Mustard Seed strives to provide a safe, loving, and nurturing environment for two and three-year-old children. We are a faith and nature based licensed preschool. We are currently seeking an Assistant Teacher in our two-year old classroom. Typical work schedule is Tuesday-Friday from 8:00 AM-1:30 PM with occasional additional hours.

Duties include but are not limited to:

#### Planning and Organizing

- Assisting in the planning and implementation of the daily program under the direction of the Lead Teacher
- Assisting in planning and preparing the learning environment, setting up learning centers and preparing needed materials and supplies

#### Classroom Environment Implementation

- Supervising the classroom when the Lead Teacher is out of the room
- Performing housekeeping tasks in the classroom, including classroom sanitation
- Assisting the Lead Teacher with the implementation of appropriate early childhood educational experiences
- Treating all children with dignity and respect, helping them understand choices
- Supervising outside playground activities
- Assisting children in the bathroom with toileting needs as necessary
- Changing diapers on children as necessary
- Assisting the Lead Teacher in the establishment and maintenance of appropriate student behavior – providing positive discipline when necessary

#### Communication with Staff and Families

- Attending staff meetings
- Maintaining a professional attitude and communication with all staff and families
- Assisting the Lead Teacher with Parent Teacher conferences

#### Professional Conduct and Development

- Completing 24 hours of professional development each year as required by licensing
- Have previous experience working in early childhood education
- Be capable of caring for up to 12 children in a classroom
- Be able to lift up to 50 lbs

Interested candidates should email their cover letter and resume to [mustardseed@stlukes-sa.net](mailto:mustardseed@stlukes-sa.net)