

Foundations Teacher Assist. Job Description

Position Reports to Foundations Childcare Ministry Director and works in collaboration with the Teacher

PRINCIPAL FUNCTION

- Ensure an emotionally, academically, and spiritually healthy and engaging environment for children.

GOALS

- Nurture the emotional needs of children
- Engage children in learning social skills
- Prepare children through academic growth
- Build relationships with families
- Teach children key Biblical truths

REQUIREMENTS:

- Child care experience and/or HS Diploma.
- Team player and eager to work with others.
- Knowledge of developmentally appropriate practices for 6 weeks and older.
- Additional licenses, certifications, or training may be beneficial or required.
- Decisiveness, patience, and stamina to chase after, lift, or carry children.
- Positive and proactive communication skills.
- Attentiveness to the needs and safety of children.
- Record of immunizations and the ability to pass a background check and drug screening.
- Reliable transportation.

PRIMARY DUTIES AND RESPONSIBILITIES

- Support and help implement developmentally appropriate curriculum to foster a play based and structured environment
- Help facilitate creative play, motor skill activities, and safe peer interactions throughout the day
- Maintain a safe, organized classroom that supports each child's independent learning
- In collaboration with Teacher, review weekly and monthly lesson plans and prep the materials needed to implement the activities
- Documents daily reports for each child on classroom app for parents
- Meet the needs of the whole child and support the social and emotional growth of all children
- Follow supervision, mentorship and instruction from teacher/director for the purpose of providing an effective and efficient classroom environment and addressing the needs of individual students
- Establish and maintain appropriate relationships with children, parents, staff and community members by communicating in a respectful, courteous and confidential manner
- Provide care for children, such as following schedules and routines, grooming, feeding, changing diapers, and cleaning rooms and toys.
- Ensuring children are learning positive behaviors and providing guidance or approved discipline, as needed.

The Daycare Ministry Teachers serve as representatives of the Washington Free Methodist Church in the daycare, in the church, and in the community.

All Washington Free Methodist Church staff members serve at the discretion of the Board of Administration and shall commit to upholding the "WINFMC Leadership Commitment" standards (attached). Indiana is an at-will work state.

All questions and resume submissions should be sent to Brittany Clark at foundationscm.win@gmail.com.

WINFMC LEADERSHIP COMMITMENT

1 Timothy 3:8-13; *The same goes for those who want to be servants in the church: serious, not deceitful, not too free with the bottle, not in it for what they can get out of it. They must be reverent before the mystery of the faith, not using their position to try to run things. Let them prove themselves first. If they show they can do it, take them on. No exceptions are to be made for women— same qualifications: serious, dependable, not sharp-tongued, not overindulgent of wine. Servants in the church are to be committed to their spouses, attentive to their own children, and diligent in looking after their own affairs. Those who do this servant work will come to be highly respected, a real credit to this Jesus-faith.*

As a leader in the Washington Free Methodist Church, I commit to:

- Give substance and direction to the church as they seek to fulfill our purpose, vision, mission, and values
- Pray, strategize, and focus the energies, spiritual gifts, and passion of the whole body
- Live consistently within the Scriptural guidelines (expectations) for leaders (Exodus 18:21, Acts 6:3, 1st Timothy 3:1-13, and Titus 1:5-9) and express Christ-like attitudes in life and in relationships (Matthew 20:26-28, John 15:12-17, Acts 6:1-7, Ephesians 4:1-17).
- Give evidence of Spiritual gifts such as leadership, faith, and administration
- Continue in harmony with our doctrine, purpose, vision, mission, and values
- Agree with and sincerely seek to live out the membership covenant.
- I will protect the unity of my church by acting in love toward other members, by refusing to gossip, and by following the leaders.
- I will share the responsibility of my church: By praying for its growth and health. By inviting the unchurched to attend. By warmly welcoming those who visit.
- I will serve the ministry of my church by discovering my gifts and talents, by being equipped to serve by my pastors, and by developing a servant's heart.
- I will support the testimony of my church by attending church, groups, and gatherings faithfully, by living a godly life, and by giving regularly.