

Hebron Baptist Church

Employment Opportunity

Assistant Teacher – 3-Year-Old Class

Weekday Preschool

Part-time Position – 20 hours per week

Job Objective

- Provide a loving environment where children have the opportunity to grow spiritually, socially, emotionally, intellectually and physically.

Qualifications

- Classroom experience with preschool age children required
- Must be physically able to get up and down from the classroom floor numerous times a day, sit on the floor with the children and lift the children
- Current CPR certification required
- Possess excellent class room management skills
- Good communication skills
- Self-motivated, a team player, flexible
- Must be creative and energetic

Special Demands

- Must be able to lift up to 40 pounds and be able to load and unload children in and out of cars
- Must be able to go up and down stairs and safely evacuate children during fire drills
- Must be able to walk on ground with a slight incline and on uneven ground covered with mulch

Job Duties and Responsibilities

- Assist in providing a creative, nurturing and loving learning environment to help stimulate proper child development
- Assist the lead teacher in implementing daily classroom plans
- Plan and lead Bible lessons
- Provide class room management
- Assist in carpool duties
- Assist children in bathroom, as needed
- Assist with fire drills
- Attend to hygiene of preschoolers which may include diapering
- Monitor the playground and gym by walking around during recess and interacting with the children
- Others duties as assigned by the Director of Weekday Preschool

Hebron Personnel Policy:

1. Except as noted below, all employees are required to be members of Hebron Baptist Church and are expected, along with their family members, to be active in the various ministries of Hebron.
2. All employees are required to be faithful tithers to the Lord's work through Hebron Baptist Church. Tithing is the practice of giving ten percent of one's income to the Lord through the Church.
3. Approval may be given by the Administrative Pastor on a case by case basis to non-exempt staff that may serve in Operations, Weekday Preschool, and Paid Childcare not meeting the above criteria. In these cases the employee will be required to be a Christ Follower and an active member of an approved Bible believing church.
4. Every employee of Hebron Baptist Church must be equipped to share their Christian testimony, to pray, and to minister to those in need.

Staff Level: Support

Benefits: There are no benefits associated with this position

Internal applicants must complete an Internal Job Application

Contact Human Resources at 770.962.3671 for more specific information regarding this position.

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