



LOVE GOD. LOVE PEOPLE. LIVE LIKE JESUS

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## POSITION DESCRIPTION

**POSITION TITLE:**     **Preschool Teaching Assistant**  
**REPORTS TO:**        **Preschool Director/Lead Teacher**  
**HOURS:**             **20 hrs/week for 44 weeks**

### POSITION SUMMARY:

The Preschool Teaching Assistant works with the Preschool Director/Lead Teacher in leading preschool classes, preparing materials, and ensuring an excellent preschool experience.

### ESSENTIAL JOB FUNCTIONS:

#### *Discipleship/Ministry Relationship*

- Demonstrate a growing relationship with Jesus through regular participation in the life of the church (worship, service, growth, etc.), preferably at OSLC.
- Communicates with Preschool Director/Lead Teacher on a regular basis to understand how they can best serve and contribute to an excellent preschool experience.

#### *Classroom Teaching/Responsibilities*

- Prepares the learning environment, setting up crafts and interest areas according to direction from Preschool Director/Lead Teacher.
- Sets up snacks with an awareness of allergies.
- Prepares, constructs, and maintains bulletin boards for each class.
- Keeps storage cabinets organized. Assists in inventory as needed.
- Attend to children needing individual attention, as directed.
- Supervises the children both individually, and in large and small group settings.
- Supervises play to ensure that children are safe at all times both indoor and outdoor.
- Fully participates in varied child activities as needed.
- Involves children in transitional activities as needed.
- Prepared to substitute as the lead teacher or work with a substitute lead teacher, as needed.
- Maintain compliance with all church policies and procedures on behalf of all department employees and staff.
- Be familiar with all emergency procedures.
- Completes other duties as assigned.

**POSITION SPECIFIC QUALIFICATIONS:**

- Committed to the mission, vision, values of OSLC.
- Strives to live a Christian life that can be imitated by preschool-aged children and their families.
- High School graduate or GED Certificate
- Washington state STARS certification
- Active church membership, required, member at OSLC, preferred.
- Demonstrates passion and love for children and families collectively and individually.
- Demonstrates relational skill sets with all generations.
- Demonstrates strong leadership ability and time-management skills.
- Is well organized, flexible and adaptable.
- Must have strong writing and verbal communication skills, strong decision-making ability and attention to detail.
- Has current CPR/First Aid card and Food Handlers Permit, required.
- Must possess a driver's license and personal transportation, required.
- Dress appropriately and professionally.
- Background check required.

**WORKING CONDITIONS:**

The Teaching hours are Monday through Friday approximately 8:30am-12:00pm. This position involves being teaching assistant for the Pre-K Class (9:15am-11:45am) which operates M-W-F and the 3's Class (9:30am-11:30am) on T-Th 8:30am-12:00pm.

Work is performed both indoor and outdoor with natural and artificial light. Off campus Field trips are required as well as driving your own vehicle to location. Duties require the ability to move about the facility, and occasional stooping, reaching, lifting (up to 25 lbs. and in case of emergency a 40lb child), and bending.

Early, late or extended weekend hours may be required to meet the needs of the organization.