



THE LEARNING SHIP CHRISTIAN PRESCHOOL (LSCP) TEACHER ASSISTANT -- POSITION DESCRIPTION

MISSION

The Teacher Assistant will partner with the Lead Teacher in providing quality instruction and nurture of preschool students in the areas of social, emotional, intellectual, physical and spiritual development.

The Teacher Assistant serves as a member of the LSCP staff and is responsible for the following, but not limited to:

- 1 Assisting the Lead Teacher
- 2 Serving and collaborating with the greater LSCP Staff
- 3 Abiding within the state licensing requirements

ASSISTING THE LEAD TEACHER

The Teacher Assistant plays an active role of service in and out of the classroom.

- Result #1:** The Teacher Assistant has prepared and set up classroom materials within the hours of the regular work day.
- Result #2:** The Teacher Assistant has helped create a safe and nurturing environment for students, including aid in classroom management.
- Result #3:** The Teacher Assistant has attended special preschool events/trips and assisted the Teacher in their preparation.
- Result #4:** The Teacher Assistant has communicated well with the LSCP Staff and the parents per instruction of the Lead Teacher.
- Result #5:** The Teacher Assistant has taken responsibility for proper care of the preschool room and its equipment.

SERVING AND COLLABORATING WITH THE GREATER LSCP STAFF

The Teacher Assistant is a valuable, contributing member of the LSCP Team.

- Result #6:** The Teacher Assistant has been an active participant in LSCP Staff meetings.
- Result #7:** The Teacher Assistant's words and actions have contributed to the overall staff health of the program where respect, grace and excellence are highly valued.

ABIDING WITHIN THE STATE LICENSING REQUIREMENTS

The Teacher Assistant recognizes that the LSCP is an accredited institution.

- Result #8:** The Teacher Assistant has completed the required continued education hours for his/her position and all documentation is complete.

WORKING RELATIONSHIPS

- Reports to the LSCP Director
- Works alongside the LSCP Staff

The LSCP *Teacher Assistant* position is a part time, 24 hrs/week. The schedule is Monday through Friday mornings, as well as Monday, Tuesday and Thursday afternoons. Requirements for this position are experience working with children, ability to lead classroom activities when Lead Teacher is absent, flexibility, and a passion to help children learn and grow. As with all Harbor Churches positions, the *Teacher Assistant* must have a growing relationship with Jesus Christ, and active prayer life, and a servant's heart.

To apply for the position, please follow the steps listed below. If you have questions about specific positions or the application process, please email Harbor Churches Human Resources at hr@harborchurches.org.

To Apply:

- Complete an online application found at the following link: <http://goo.gl/forms/dqPMxPO1iM>
- Submit your resume and cover letter to:
 - ◆ careers@harborchurches.org
 - ◆ Include a SUBJECT line of: YOURLASTNAME Yourfirstname, Title of Job Opening

Thank you for your interest in employment opportunities at Harbor Churches.