

Servant Schoolhouse Preschool

Position Description

Servant of Christ Lutheran Church

Updated 2023

740 East Hayden Lake Rd. Champlin, MN

Position Title: Preschool Teacher's Assistant of Servant Schoolhouse Preschool

This position is not full time. Work hours for the 2023-24 School Year are 8:30AM-2:30PM and the school year is Sept. 5th 2023 -May 31st 2024. Additional hours outside of these may be approved by the Preschool Director. Compensation is \$20 per hour.

Servant Schoolhouse Preschool follows the Anoka Hennepin District 11 Calendar.

Requirements/ Job Description

- A high school diploma is required.
- Assistant must qualify under the DHS Rule 3 Guidelines and be able to pass a federal and state background check as well as sex offender registry check as outlined by MN DHS Rule 3.
- Previous experience working with preschool children is a plus.
- Possess a strong work ethic, a positive attitude, be punctual, and have minimal absences.
- Show genuine interest in working with children and an enthusiasm for education.
- Have an awareness of and respect for the unique needs of young children and have appropriate expectation of their abilities.
- Assist the Lead Teacher/Director in implementing the preschool curriculum.
- Be available to help with the arrival and departure of students.
- Help set up and clean as requested by the Lead Teacher/Director. (Preparing snack, preparing materials, etc.)
- Creating and maintaining an environment that is clean, organized and safe for all children.

- Assist children in self-help skills, (restroom use, etc.)
- Will notify the Lead Teacher/Director of any absences as soon as possible.
- Any time off needs to be approved by the Lead Teacher/Director.
- Be available for initial conferences at the beginning of the school year.
- Participate in the open house and any end of the year event.
- Establish a professional level of rapport with each family in order to provide quality care and friendly service.
- Remain current in continuing education as required by the State of Minnesota DHS Rule 3.
- Maintain current certification in CPR, AED and First Aid Training every two years.
- Must sign an offer letter agreeing to the terms.