

# Gateway Christian Childcare Center

## Job Description: Teacher/Assistant Teacher

### Children Support

- Support the social, emotional, and spiritual development of children.
- Interact with the children in a way which conveys God's respect and nurturing.
- Play with the children (e.g. get down on the floor to interact with them).
- Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children.
- Attend to the personal hygiene of each child in your care, including washing hands and changing diapers or soiled clothing.
- Assist in screening children to fully participate in program services.

### Parent Support

- Help develop and facilitate interactive parent and child literacy activities.
- Maintain an open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program.

### Classroom Support

- Help create a classroom environment conducive to learning and appropriate to the physical, social, emotional, and spiritual development of children with an emphasis on language development and emergent literacy skills.
- Plan and implement a Bible-based curriculum appropriate for your age group.
- Help select books, equipment, and other age-appropriate instructional materials.
- Maintain a safe environment based on safety standards set by the program.
- Help other staff in preparing meals for children as needed.
- Help clean and straighten both childcare rooms and outside equipment daily.

### Staff/Office Support

- Maintain attendance records of children in your class.
- Attend all GCCC staff meetings and activities.
- Act as a team member, regularly communicating and contributing information.

### Other

- Guard church leadership from any gossip or negative reports that may arise.
- Support the mission of the church through the ministry of the childcare.
- Demonstrate professional, ethical, and responsible behavior (see Staff Manual).
- Other duties as assigned by the Director, Assistant Director or Program Supervisor.
- Minimum 10 STARS hours (1 ECE credit) on an annual basis.

*Revised on 12/21/2016*