



Job Title: Assistant Teacher (Infants and Toddlers)

Date Prepared: June 29, 2022

Status: Full-time, hourly

Summary:

The assistant teacher in Hope4Kids works closely with the lead teacher to provide care for Hope's infants and toddlers. The assistant teacher follows through with the plans of the lead teacher and assumes the professional responsibility for implementing the early childhood learning environment. Goals are centered on each individual child's spiritual development, sense of self, social relations, creative representation, movement, communication and language, exploration, and early logic development. The assistant teacher works very closely with the lead teacher within the larger Women and Children's Ministry Team.

Qualifications:

1. Ministry:

- a. Willingness to fully embrace the Hope Ministries Grace Model
- b. Willingness to live own personal life according to the standard of Christlikeness
- c. Ability to build safe, trusting relationships with residents

2. Education:

Conscious Discipline Training is preferred but not required.
Agreement with the philosophy of Conscious Discipline is necessary.

3. Experience and Abilities:

- a. Understanding of childhood development theory and practices
- b. Experience working with infants and toddlers is preferred
- c. Understanding of childhood trauma and its effects
- d. Ability to work with highly challenging children and families
- e. Ability to work in a dynamic, ever-changing environment
- f. Ability to work collaboratively with other staff as part of a care team
- g. Sensitivity and responsiveness to cultural differences in the population served

4. Transportation:

Must have valid driver's license and auto insurance. The Assistant Teacher will assist in providing transportation of Hope preschoolers.

Personal Commitments:

1. Live authentically before the community so that residents see the results of a life being transformed by Christ
2. Live out ongoing healing and transformation
3. Belong to an authentic Christian community outside of Hope

Duties:

1. Provide high-quality infant and toddler classroom care

- a. Implement daily lesson plans prepared by lead teacher
- b. Manage all necessary caregiving routines (naps, mealtimes, diapering/toileting, etc.)
- c. Track and utilize assessment data to ensure appropriate development
- d. Ensure all health, safety and developmental protocols and standards are met
- e. Ensure appropriate food and supplies are available for the classrooms
- f. Communicate regularly with parents to address issues and to support parents in reinforcing learning in the home. Invite parents to spend time in the classroom on a monthly basis.
- g. Implement field trips and other developmental activities

2. Engage, equip and support volunteers

- a. Welcome volunteers and interns into Hope 4 Kids
- b. Help train volunteers as needed

3. Participate in other WCMT activities and programs

May include working with preschool and school aged children, helping with transportation, participating in parenting classes for residents, planning and conducting social and recreational events, and any other activities needed to serve children and families

4. Participate in the activities of the Hope community and the Hope team

Includes attending Community Meetings as determined by team leader(s), participating in the self-evaluation process, attending Staff Meetings, Women and Children's Ministry team meetings, and Supervision and Personal care meetings.