



Job Description Assistant Teacher

Position Summary: An assistant teacher at Abilene Weekday is responsible for the safety, well-being and biblical/education standards of the students in her classroom. This includes assisting the teacher in teaching the appropriate lessons for the age level and ensuring that the children are getting the best care and education that reflects the standards of Abilene Baptist Church.

Ministry Department: Weekday

Position Reports to: Abilene Weekday Director

Responsibilities and Duties:

- Responsible for large motor skill development in Kumbayah Land.
- Put away resource items at the end of the day and clean the room while the teacher prepares for the next day.
- Teach Bible curriculum, including lesson, verse and songs. Turn in monthly plans to the lead teacher so that she can include them on her monthly calendar. Monthly deadline set by teacher.
- Contact parents regarding upcoming special days and check on sick children by communicating with the parents. (If a child is absent, please initiate contact with the parent to let them know their child was missed that day. After three consecutive absences, send a “Get Well” card to the child.)
- Be familiar with the emergency escape plan.
- AM/PM carline duties, as assigned by the Director.
- Be able to work as a team. Within your age group, work with the other teachers to make sure the correct information is given to all students in that age. Be willing to share ideas and communicate with the other teachers.
- Since our classrooms are used by many different ministries, they should be left clean and neat each day. Daily cleaning includes returning resource items to their proper place in the resource room, sweeping floors and vacuuming carpet, cleaning tabletops with cleaner provided, making sure all toys that are left out (home living, blocks, etc.) are organized and tying up trash bags and putting them in the resource room trash can. Weekly cleaning includes spraying and wiping all toys at least weekly (or more often during cold/flu season), checking tops of cabinets to make sure they are kept neat. Reminder: food stored in cabinet must be in a sealed container. Cleaning duties are the responsibility of both the teacher and assistant teacher.

General Responsibilities:

- Demonstrate a Christ-like attitude in performing all work in order to honor our Lord and Savior Jesus Christ.
- Faithfully maintain discretion and effectively deal with sensitive and/or confidential information.
- Use independent judgment to determine work priorities.
- Perform other related duties as assigned by the Director/Assistant Director.

- Be a loyal staff member by cooperating with the leadership of the church.
- Follow Abilene's policies and procedures. Work in coordination with the overall mission, goals and objectives of the church, which are summarized by the mission statement, *"To reach people and develop them into fully mature, reproducing followers of Christ."*

Knowledge, Skills and Abilities:

For toddlers-2s: General knowledge of children and their needs; basic computer skills.

3's-Pre-K: Some form of college degree or technical certificate (preferred); basic computer skills.

Kindergarten: College degree in early childhood education (preferred); basic computer skills.

Excellent time management and organizational skills are necessary for all teaching positions.

Conditions and Physical Requirements: A candidate for this position will be required to sit, walk and stand, talk or hear, both in person and by telephone; use hands repetitively to finger, operate standard office equipment and reach with hands/arms and lift up to 25 pounds.

This job description is intended to describe the general nature and level of work performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position. Abilene Baptist Church retains the discretion to add to or change the duties of the position at any time.