

PRESCHOOL ASSISTANT

A preschool assistant is an hourly, regular part-time position at Little Lambs Preschool (a ministry of First Lutheran Church). The assistant is responsible for assisting the teacher, supporting classroom management, cleaning the classroom, and supervising the children. The assistant, along with the lead teacher, will ensure the safety and well-being of the children at all times, being alert to the needs of children as individuals and as a group.

Assistant Qualifications:

- Make every effort to understand Lutheran beliefs and a Christian approach to all.
- Maintain a professional and Christian attitude in speech, manner, and appearance.
- Be neat and clean in grooming and dress.
- Be prompt in attendance and dependable in performance of duties.
- Assist the teacher as directed.
- Supervise activities as requested by the teacher.
- Be nurturing and loving with children responding to their individual needs and employing discipline methods that promote kindness, love, and a spirit of caring in the child.
- Give suggestions to the teacher for approval.
- Always notify the teacher when leaving the classroom for any reason and fill in when the teacher is out of the room for a period of time.
- Make sure that the classroom is neat and clean and assist with housekeeping.
- Attend all staff meetings and other events as requested by the Director.
- Comply with personnel policies found in the LLPS and FLC Policy manuals.
- Be an active team member working cooperatively with the Director, teachers, and other staff.

MSDE Office of Childcare Required qualifications:

- Must be at least 18 years of age with a high school diploma,
- Must successfully complete MSDE approved Basic Health and Safety course within 90 days of hire,
- Must successfully complete MSDE approved First Steps in Child Care: An Orientation within 90 days of hire,
- Must successfully complete MSDE approved Child Care & COVID-19 training within 90 days of hire,
- Prior training/experience working with preschoolers preferred,
- CPR/First aid certification is preferred,
- Must meet minimal Maryland State Department of Education, Office of Child Care requirements.