



# ASSISTANT TEACHER JOB DESCRIPTION FOR 2017-18

### **KIDDIE KAMPUS BACKGROUND**

Kiddie Kampus has been in operation since 1967. As of March 2015, Kiddie Kampus is the preschool ministry of Upland United Methodist Church, serving to impact the Grant Count community.

### **KIDDIE KAMPUS MISSION**

Kiddie Kampus preschool exists to provide a Christian atmosphere that will impact preschool children's lives while guiding their growth physically, emotionally, socially, mentally, and spiritually.

### **STRATEGY AND PURPOSE**

The Assistant Teacher works under the direction of the Lead Teacher to provide engaging and inventive lessons and activities to preschool-age children, while modeling an active Christian faith in prayer, wisdom, and love for God and others.

### **QUALIFICATIONS AND EXPERIENCE**

High School diploma required; college-degree preferred  
Experience in early childhood education or child care

### **QUALITIES AND SKILLS**

- Ministry mindset: serving to advance God's love in the lives of children through education
- Be a team player: work within larger vision and mission of Upland United Methodist Church
- Effective communication skills: written, verbal, and interpersonal
- Passion and enthusiasm for working with children and inspiring learning and wonder
- Competency with technology (computer, TV, CD players, iPads, etc...)

### **BASIC RESPONSIBILITIES**

- Report to Lead Teacher and Director of Children's Ministry
- Work from 8:00 AM to 3:00 PM (Lunch is 11:00 AM to 12:00 PM), Monday - Thursday
- Include an additional 2 hours of planning and prep time with Lead Teacher
- Dress professionally and model professional behavior and attitude
- Maintain an organized, safe, and inviting classroom environment

- Assist in preparation and implementation of lesson activities in conjunction with provided curriculum and under direction of Lead Teacher
- Assist in developmental testing to assess learning and abilities in students
- Participate in parent-teacher conferences as scheduled by Lead Teacher
- Assist with extracurricular events such as Family Fun Night, Parent Orientation/Meet the Teachers, Kiddie Kampus Sunday, and Graduation
- Assist with school day events such as Bike-A-Thon, field trips, etc.

**COMPENSATION**

Negotiable based on experience and qualifications; payment is during school year (August - May)

**APPLICATION PROCESS**

Submit resumé and references to Kevin Duecker (Director of Children's Ministry) at [klduecker@gmail.com](mailto:klduecker@gmail.com) or call (765) 998-2985 for more information