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## SUPPORT STAFF TEACHER PRESCHOOL

### OVERVIEW:

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#### **Foothill Church exists to glorify God by living as disciples of Jesus who make disciples of Jesus.**

This is our mission, and it is carried out through various ministries requiring people with different gifts and abilities. As we continue to grow, we need qualified people who want to work in a growing, vibrant, and fast-paced church to help with the duties in the specific department as well as the Church ministry as a whole.

The primary goal of the Support Teacher is to assist the teachers with the development and safety of the children in their classroom. The Support Teacher will keep the room clean and organized, assist with potty training and substitute when needed. Foothill Christian Preschool is a place where children can learn, explore and grow in a nurturing and safe environment that honors Christ.

### ROLE SUMMARY:

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Early childhood educators and assistants lead children in activities to stimulate and develop their intellectual, spiritual, physical and emotional growth and ensure their security and well-being. It is important to remember that students and families first love their teacher, then their teacher's God! Each employee has been selected for their position because of special qualities, talents, skills, and their spiritual walk with Christ, which is needed to make up a well-balanced ministry team, the administration, faculty, and support staff of the preschool. The school's needs determine the hours and placement for this position.

### QUALIFICATIONS:

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- A personal relationship with Jesus Christ.
  - Agree wholeheartedly with Foothill Church's Articles of Faith, Statement on Marriage and Sexuality, and Statement of Sanctity of Human Life.
  - Commit to exhibit a lifestyle that is consistent with Foothill Church's Code of Conduct and Ethics.
  - Reflect a relationship with Jesus Christ by being a person of high character and consistently acts with clear values and beliefs.
  - Faithfully attend and actively participate in a local church that is in agreement with Foothill Church's Articles of Faith, Statement on Marriage and Sexuality, and Statement of Sanctity of Human Life, verified annually.
  - Minimum requirement is 12 units in Early Childhood and experience preferred.
  - Physical, TB test, fingerprint clearance, and updated shots.

### ABILITIES:

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- Certified in child CPR and First Aid.
  - Maintain confidential information with discretion and good judgment.
  - Organize and complete work in a timely and professional manner.

### KNOWLEDGE, SKILLS, and DEMANDS:

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#### Knowledge

- Basic understanding of Foothill Church's culture and basic theological principles.
- Basic understanding of the role each department plays in fulfilling the mission of Foothill Church.
- Preschool and childcare experience, understanding the dynamics and needs of children.

#### Skills

- Maintain biblical integrity when interacting personally with constituents.
- Organizational skills.
- Calm under pressure.
- Work well with others.
- Prioritization skills and discerning urgent matters against daily goals and outcomes.

**Relationship Building**

- Cultivate and/or develop relationships with students, families, and employees, etc.
- Work well with others.

**Mental Demands**

- Follow directions and procedures.
- Ability to take constructive criticism and design suggestions.
- Interpersonally agile; easy to approach and talk to.

**Physical Demands**

- Lift up to 35 pounds.
- Stand for long periods of time up to 80% of the day.
- Visually supervise children at all times.
- Move about the facilitator, playground, attending to the immediate and changing needs of the children.
- Hear a child in distress and move quickly to that child.

**Environment**

- Provide appropriate care and supervision for preschool students in a safe, organized, and loving environment for indoor and outdoor environments.

**Technologies**

- Various software programs. Examples include: Google suite of products; MS Teams, Brightwheel and Paylocity. Regular use of Ipads, laptops, and photocopy machines

**SPECIFIC DUTIES and RESPONSIBILITIES:**

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**Leadership**

- Work to advance the cooperation and mutual support between the school and church.
- Attend all school functions.
- Maintain consistent and effective communications with parents at the direction of the teacher.

**Qualities**

- Seek to understand pupils, i.e., learning styles, emotional needs, approved accommodations, and modifications.
- Search for ways to differentiate learning, and for ways of motivating students to excel.
- Provide experiences which will promote spiritual, physical, social and the academic growth of every child.
- Participate in a professional development program that includes school-wide initiatives, individual goals, attending workshops, continuing education, professional conferences.
- Train and learn Frog Street curriculum.

**Classroom Organization**

- Implement effective behavior and classroom management systems utilizing Conscious Discipline.
- Keep the classroom clean and organized, set up, supervise and cleans up activities, and keep learning centers organized.
- Assist with watching children during nap time, morning and afternoon activities and sets up lunch & snacks.
- Supervise children on the playground and make sure the grounds are safe and clean.
- Guide children to keep toys in appropriate areas on the playground and classrooms.
- Perform chapels when scheduled.
- Close the classroom making sure it is left clean and tidy. Set up centers when needed for the following day. Supervise children in larger areas as the ratio goes down at the end of the day.
- Interact with positive child guidance according to Conscious Discipline in every environment.
- Perform other related duties as assigned by the teacher and or director.

**Curriculum and Instruction**

- Follow and implement our Planted Bible curriculum and Frog Street curriculum.

**Miscellaneous**

- Fully aware of (and abides by) FCP emergency procedures, the Employee Safety Program, and observe all safety standards.

**REPORTING:**

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- Report directly to the Preschool Director..
- Amenable to the Assistant Preschool Director. .

**SHARED VALUES:**

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- **“I can do that.”** We will do whatever it takes to advance the mission of Foothill Church. Nothing is beneath us. Our loyalty is the mission of Foothill Church, not a job description.
- **“Make it better.”** We are committed to a culture of improvement. We will never arrive. There’s always something we can do better, and we will constantly look for those minor tweaks and major improvements.
- **“Make it happen.”** We will take all the time necessary to make a good decision...and no more. We will err on the side of forward movement, and when a decision is made we will make it happen. We value doing over dreaming.
- **“Work should be fun.”** We take God seriously, but not ourselves. We laugh at work and often laugh at ourselves. We will create space and seize opportunities to have fun as a staff.
- **“Keep it simple.”** We will fight the urge to create more complexity. We will say “No” unless we’re presented with a golden opportunity or notice a fatal flaw.

**POSITION TYPE:**

- Full Time
- Regular
- Non-Exempt
- Administrative/Professional

**Schedule:** 12 months.

**Hours:** 8:30 am to 5:30 pm is the typical schedule. Hours may fluctuate throughout the year depending on the needs of the school.

**Pay:** \$17.50 - \$18.50.

**Benefits:** Retirement Plan, Medical, Dental, Vision, Disability, Life Insurance, Bereavement, Tuition discount for Foothill Christian School and Preschool, Paid Sick Leave, Paid Time Off, Holidays. See [Benefits Summary](#) for additional information.