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| **Job title** | CDC Assistant Teacher |
| **Reports to** | CDC Director |
| **🞏 Full-time****◼ Part-time (M-Th 9am-1pm)** | **◼ Salary****🞏 Hourly** | **Date Approved:**7/8/21 | **Last Reviewed:**7/8/21 |

**Job purpose**

The CDC Assistant Teacher assists the CDC Teacher in the instruction and direction for the children in their class and in fulfilling the philosophy and purpose of HHBC.

**Duties and responsibilities**

* Assist the lead teacher in planning and implementation of the program for the class in accordance with the policies and philosophy of the CDC and HHBC.
* Assist with the arrangement, appearance, décor, maintenance, cleanliness, and learning environment of the classroom.
* Assist with the program as it meets the needs of individual children with concern for their interests, handicaps, special talents, individual style and pace of learning.
* Assist in maintaining adequate records to aid in reporting progress and development to parents, the CDC Director and the CDC Board.
* Help each of the children become aware of their roles as integral members of a group.
* Attend monthly and as needed staff meetings.
* Participate in recommended training programs, conferences, courses, workshops and other aspects of professional growth.
* Establish a positive liaison with parents of children.
* Conduct parent-teacher conferences as required.
* Treat CDC staff, enrollees and parents with dignity and respect.
* Assist with other responsibilities, as the CDC Director deems necessary.
* The CDC Teacher is a member of the CDC Staff, working alongside and in conjunction with the rest of the CDC and HHBC Staff and reports directly to the CDC Director.

**Qualifications**

* Must be in agreement with and sign documentation in compliance of the HHBC Constitution including the Nashville Statement and the Baptist Faith and Message 2000.
* Must demonstrate the Staff Values of HHBC.
* Must bear witness to a clear testimony of salvation and biblical baptism.
* Must be committed to a growing relationship with Jesus Christ as Lord and Savior, actively engaged in spiritual growth and discipleship with clear evidence of the Spirit in their life.
	+ Must be organized and able to prioritize, and meet deadlines.
* Must be able to work efficiently and effectively in team situations as well as independently and demonstrate good written and verbal communication skills.
* Must have experience in the necessary fields, which will be utilized in this position, or willing to learn new skills as required.
	+ Must have a high school diploma or equivalent and prior experience working with the preschool child via home-life, church programs or volunteer activities.

**Working conditions**

The position will function primarily indoors but will be outside from time to time. Will need to respond to and communicate with staff and parents.

**Physical requirements**

Must have a staff health report filled out by a doctor, be able to work with children, pick up children, and be mobile to work with children throughout the day. The position requires walking, bending, lifting and various ranges of movement.

**Direct reports**

Not applicable

**Confidentiality and Discretion**

The Child Development Center Assistant Teacher must maintain the confidentiality of CDC employees and enrollees information, as appropriate, which should only be discussed with pastors and church staff who need to know. Tact and discretion must be used in all dealings with enrollees to maintain a positive image of Hyland Heights Baptist Church and to represent our Lord and Savior Jesus Christ well.

I, ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby accept the position of Child Development Center Assistant Teacher at Hyland Heights Baptist Church. I have read and agreed to each of the points and expectations set forth for me above and will perform all of the required tasks to the best of my ability as I serve this church and the Lord.

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 Candidate Date

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 Executive Pastor Date