



BETHELVIEW UMC PRESCHOOL

"the little preschool with the BIG heart"

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Part Time ASSISTANT Teacher Wanted at Bethelview UMC Preschool for the 2023-2024 Preschool Year.

Bethelview UMC Preschool is in search of a reliable assistant preschool teachers. This is a great part time job for anyone who has love and patience for children, loves the Lord, and has preschool or teaching experience. We have a great team of teachers and a great group of preschool families.

- Job begins in August 7, 2023 (with the possibility of coming in this year to sub and learn the ropes)
- Hourly wage to begin at \$10 depending on experience and education
- Work week is Monday-Thursday, hours are 8:15am-1:45pm (occasionally later) and we follow the Forsyth County Schools calendar in regards to days off with a few exceptions.
- Must have a love for children and for the Lord.

Staff Requirements

All Staff

- Is at least 18 years of age
- Is not suffering from any physical condition, communicable disease or mental health disorder which would interfere with the applicant's ability to provide care and supervision of young children. Proof of an annual physical exam and biennial TB skin test are strongly recommended.
- Must have an acceptable criminal record check in the state of Georgia on file in office of preschool.
- Has current evidence of successful completion of biennial training program in CPR and First Aid. Training must be offered by certified or licensed health care professionals and deal with the provision of emergency care for infants and children. This is applicable to fifty percent or more of the current staff.
- Agrees to uphold the philosophy of the United Methodist Church regarding the spiritual development of young children.
- Must acquire ten DHR in-service hour (or equivalent, director approved required) during school year.
- Must hold and support core values of Bethelview United Methodist Church.
- Must have a basic knowledge and understanding of the Bible.
- Has not made any false statements concerning qualifications.

Teachers, Lead and Assistant

- High school diploma or GED and meets all state and local government educational, credentialing and training requirements.
- One year qualifying child care, preschool or teaching experience.

HEALTH REQUIREMENTS

- Be able to lift up to 30 pounds without assistance.
- Be able to perform physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, stooping, where such activities often also require considerable use of the arms and legs.
- Each staff member must be drug and alcohol free at all times while on duty. Drugs, alcohol and smoking are NOT allowed on the property.

CLASSROOM ASSISTANT RESPONSIBILITIES

Responsibilities (may include but not be limited to the following)

- Duties
 - Arrive at school by 8:15AM, sign in and be prepared to have a great day.
 - Get snacks and drink laid out for morning snack. Wash water pitcher with soap at least once a week and replace water daily.
 - Get supplies ready for the teacher.
 - Assist the teacher as needed.
 - Be with teacher during outside time, if possible.

- Arrival Car Line
 - Assistants are responsible for car line from 8:50-9:00AM. Children will be greeted at the car and taken to the classroom.
- Follow teacher's classroom schedule.
- Dismissal Car Line:
 - Assistants, with the help of the teachers, are responsible for taking children to cars putting them inside the cars. Staff members are not required to secure seat belts. Make sure all children have tote bags and any pertinent paperwork. Tote bags are to be ready to go before 12:40PM.
- Clean-up Classroom(1:00-1:45PM)
 - Classrooms are to be picked up and put back into order on a daily basis.
 - Tables, chairs, door handles must be wiped down as needed with antibacterial solution.
 - Toys are to be cleaned on a weekly basis.
 - Toys that were put into a child's mouth must be cleaned/disinfected daily.
 - Toys are to be checked for safety once a month.
- Clean-up Group Effort
 - Bathrooms must be cleaned and sanitized daily.
 - Garbage must be collected from the kitchen, fellowship hall and preschool daily and carried to the dumpster.
 - Glass doors must be cleaned daily.
 - Dust room and clean floors as needed.
 - Check with lead teacher for instructions before leaving for the day.
- If lead teacher is absent, the assistant is typically responsible for leading the class while she is out. If the teacher and the assistant are both absent, a substitute teacher is responsible for teaching.
- Please let the director know of any problems or concerns you may have. Do not let problems fester.
- Lessons
 - Contributes ideas
 - Takes an active role in assisting teacher carry out lesson plans.
- Classroom
 - Children are treated with respect and caring.
 - Children's names are used in conversations.
 - Teacher and assistants are actively working with children.
 - Children are making choices.
 - Children are reciting prayers at snack and meal time and other appropriate times.
 - Teacher and assistant are listening to children's needs.
 - Proper limits are set up and children understand them.
 - Children's work is displayed.
 - Clean, uncluttered and organized room arrangements.
 - Conversation or productive "buzz" is evident.
- Teachers and Assistants remember all children have certain needs in common:
 - All children need love.
 - All children need a sense of self-worth.
 - All children need to feel a sense of accomplishment.
 - All children need to have a safe place to be and to express their feelings.
 - All children need to be surrounded by adults who love them.
 - All children need to experience the love of God.

Personal

- Follow and practice all policies and guidelines listed in Staff Handbook
- Demonstrate, at all times, the core values of Bethelview United Methodist Church
- Practice Teamwork
- Treat all staff, student body and preschool parents with dignity and respect.
- Maintain a positive atmosphere of caring and positive reinforcement.
- Make classroom, school and personal safety of all students and fellow staff a priority.
- Keep all matters pertaining to fellow staff members, students and parents confidential.
- Always participate in prayer times with children
- Keep prayer and study of Bible prevalent in your life for guidance in your leadership.
- Participate in the Preschool Sunday Celebration as scheduled annually at Bethelview United Methodist Church. May be excused only due to emergency.



Core Values of Bethelview United Methodist Church

- 1. Mission Ownership:** the staff person or volunteer will understand and support the mission of Bethelview United Methodist Church to go and make disciples of Jesus Christ.
- 2. Interpersonal Skills:** the staff person or volunteer exhibits compassion toward others. He or she is a person of integrity and engages people with a positive attitude. He or she displays a demeanor of optimism and a spirit of love.
- 3. Spiritual Maturity:** the staff person or volunteer exhibits love, joy, peace, patience, kindness, goodness, gentleness, faithfulness and self-control. He or she demonstrates an ability to maintain confidentiality. He or she possesses a servant's heart.
- 4. Evangelism:** the staff person or volunteer is intentional in word and behavior in seeking and inviting others into relationship with Jesus Christ.

