



**MISSION HILLS  
EARLY LEARNING CENTER**

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## **EARLY LEARNING CENTER ASSISTANT TEACHER**

**Department : Ministry Environments**

**Direct Report : Early Learning Center Director**

**Position : Part-time**

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### **PURPOSE OF POSITION:**

To assist with and help provide experiences and guidance that will promote optimum development of children within a Christ-centered environment while supporting the implementation of the vision, mission and core values of Mission Hills Church.

### **QUALIFICATIONS:**

- Earned degrees and/or other credentials that have equipped them for the duties of the role
- Alignment with the vision, mission, core values, and doctrinal statement of Mission Hills Church
- Models strong Christian character, integrity, vibrant relationship with Christ & lives out biblical truth
- Ability to evangelize and disciple children
- Loves children and demonstrates a clear commitment to love and care for children and their families
- Strives for excellence in preschool education
- Personable, trustworthy, approachable, fair, flexible, encourager, possesses a servant's heart and a calm demeanor.
- Team player, active learner, and a problem solver
- Ability to assist the teacher in planning activities and organization of the classroom
- Ability to interact, initiate and encourage children in the activities of the day
- Ability to use appropriate and positive discipline
- Classroom experience (preferred)
- Maintains Colorado State Rules and Regulations
- Knowledge and experience with ACSI (Association of Christian Schools International) guidelines and regulations
- Must be 21 years old
- Background check and fingerprints must be completed within five days of working with children
- Must submit a signed and dated medical statement from a licensed physician within 30 days of employment and every two years thereafter.

### **RESPONSIBILITIES:**

- Assist in creating warm and safe environment that is orderly, clean and appealing, that permits the child to grow and explore
- Establish and maintain good communication with parents on a daily, informal basis
- Communicates well with director, classroom teacher, staff and parents
- Assists with the day to day functions of the classroom and preparation of the materials
- Comply with and support Mission Hills Church and ELC policies
- Attend monthly staff meetings, teacher training days, annual performance reviews, and special events
- Complete all required trainings