



GROSSE POINTE MEMORIAL CHURCH

a light by the lakeshore

Job Description

- Title:** Early Childhood Teacher's Assistant
- Overview:** We are seeking a warm, dedicated, and energetic Part-Time Assistant Teacher to join our Eager Explorers classroom. In this role, you will be partnered with the lead teacher to provide an engaging, hands-on, and slightly structured learning environment. Our program helps children transition toward kindergarten readiness by learning how to sit, focus, and complete tasks, all while growing in a loving Christian setting. We believe children learn best when they feel safe, valued, and able to have fun while making friends.
- Supervision:** Reports to Director of Mornings at Memorial
- Status:** Part-time non-exempt position (Mon-Fri from 8:30AM–12:30PM through school year)
- Evaluation:** Performance evaluations will be conducted with the Director of Mornings at Memorial a minimum of once a year

Education, Experience and Skills Required:

- High school diploma; coursework or training in early childhood education is a plus
- Prior experience working with preschool-aged children in a professional, volunteer, or supervised care setting is preferred
- Current CPR and First Aid certifications (or willingness to obtain upon hire)
- Must pass all required local and state criminal background checks and clearances
- Ability to communicate clearly and concisely, verbally and in writing
- Ability to bend, stoop, sit on the floor, and lift up to 25–40 pounds as needed to engage with young children
- Core values include Christ-centered, inclusive, kind, loving, energetic, fun, and passionate about working with young children

Responsibilities:

- **Classroom Support:** Partner with the lead teacher to manage a structured environment where children learn focus, task completion, and positive social skills.
- **Curriculum Implementation:** Help facilitate hands-on, weekly-themed learning activities focused on early kindergarten readiness.
- **Academic & Skill Guidance:** Assist children with alphabet learning (letter recognition, sounds, writing, context), basic numbers (counting, quantities, order, shapes, colors), and fundamental science experiments.



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- **Routine & Activities:** Help guide daily calendar time (days, months, weather, seasons, holidays), theme-centered crafts, library story time, gym activities, and Bible time.
- **Independence & Fine Motor Skills:** Support children in practicing proper pencil grip, scissor use, and name recognition/printing, while encouraging creative problem-solving.
- **Care & Supervision:** Maintain active, watchful supervision to ensure a safe, clean, and nurturing classroom at all times.

This job description may be changed from time to time to meet the needs of Grosse Pointe Memorial Church as it affects the ministry and mission as a church.