

Early Childhood Teacher Aide

Trinity Waconia Child Care (TWCC) | Waconia, MN

Status: Part-Time (Non-Exempt)

Schedule: Monday-Friday (Flexible shift between 7:00 am-5:30 pm)

Reports to: Trinity Waconia Child Care Director

Position Purpose

The TWCC Teacher Aide plays a vital support role within Trinity Lutheran Church & School's outreach ministry, serving specifically within Trinity Waconia Child Care (TWCC). Grounded in our purpose to provide a Christ-centered education that engages, equips, and empowers students to reach their God-given potential as servant leaders for Jesus, this position supports classroom teachers in caring for and guiding children ages 33 months to 5 years old in our full-day child care program. Working collaboratively with the TWCC Director, teachers, and staff, the Teacher Aide helps create a safe, nurturing, and engaging environment where young learners grow academically, socially, and spiritually.

Key Responsibilities

1. Classroom Support & Environment

- **Instructional Assistance:** Assist lead and assistant teachers in executing daily activities, guiding group learning, and helping children individually with cognitive skill development.
- **Educational Preparation:** Prepare educational materials, crafts, and learning tools at the request of the Director and classroom teachers.
- **Environment Maintenance:** Help maintain a healthy, safe, clean, and organized physical environment by assisting with classroom cleanup, organization, and daily sanitization.
- **DHS Compliance:** Follow and assist staff in implementing all policies and procedures outlined in TWCC handbooks and State of Minnesota DHS Rule 3 standards.

2. Student Supervision & Care

- **Relational Care:** Cultivate warm, supportive relationships with children by actively interacting with, initiating, and encouraging them in daily activities.
- **Daily Routines:** Supervise and assist children during outdoor play, meal and snack times, bathroom/washing routines, and nap times under the direction of classroom staff.
- **Observation & Safety:** Maintain vigilant supervision to ensure physical safety, observing child behavior and communicating observations to the teacher or Director.

3. Communication & Partnership

- **Communication Relay:** Relay important messages or observations between parents, teachers, and the Director in a professional manner.
- **Confidentiality:** Maintain strict confidentiality regarding student, family, and staff information at all times.

4. Teamwork & Professional Growth

- **Staff Culture:** Encourage fellow staff members through a positive attitude, collaborative spirit, and team-first mindset.
- **Team Engagement:** Attend and actively participate in scheduled staff meetings to align on program updates, team goals, and development.
- **Continued Learning:** Complete required annual in-service training hours and orientation program requirements in compliance with DHS Rule 3.
- **Program Support:** Perform other assigned duties to support classroom continuity and program needs.

Required Skills & Qualifications

Professional & Regulatory Qualifications

- **Age Requirement:** Must be at least 16 years of age. (Note: Aides under 18 must be directly supervised by a teacher/assistant teacher at all times, except when assisting with sleeping children or toileting/washing routines).
- **Background Check:** Successful completion of a State of Minnesota DHS Background Study prior to start date.
- **Training:** Completion of TWCC orientation program and commitment to required annual DHS in-service hours.

Personal & Physical Qualifications

- **Devoted Christian Role Model:** An active, committed follower of Christ who models Christian maturity, grace, and sensitivity for children, families, and team members.
- **Communication & Care:** Warm, friendly, and sensitive personality with strong verbal communication skills to provide an appropriate speech model for young children and interact effectively with families and staff.
- **Physical & Alertness Capability:** Emotionally, intellectually, and physically equipped to see, hear, think, and move quickly enough to ensure child safety. Ability to lift and carry up to 50 lbs.

Equal Opportunity Employer Statement

Trinity Lutheran Church & School is an Equal Opportunity Employer. We are committed to providing a workplace that is inclusive and accessible for individuals with disabilities, in full compliance with ADA standards. If you require reasonable accommodations during the application or employment process, please contact Katie Dickson at katie.dickson@trinitywaconia.org.