

Job Description – Assistant Teacher (updated 2025-2026)

Description:

- Assist Lead teacher with daily classroom activities and special projects.
- Teach, monitor, supervise and nurture preschool age children.
- Provide a loving and caring environment that is safe to enhance children's growth and Christian development.

Accountability/ Reports to:

- Reports all questions, concerns, comments, and plans to Lead Teacher and Kingdom Kids' Administration.
- Professional development review and goal setting will take place bi-annually with the Kingdom Kids' Administration.

Qualifications/ Experience:

- Must have High School Diploma or equivalent
- Completed Kingdom Kids Staff Application process and signed Employee Statement of Acknowledgement.
- Current certification in CPR for infants and children.
- Demonstrates knowledge of child development and developmentally appropriate practices.

Responsibilities/Duties: (Includes but not limited to)

- Safety and well-being of the children in your care. Contribute to the safety of the children in your care by always keeping children in vision and within a safe distance. Counting them throughout transitions from one location to another.
- Be familiar with and follow policies and procedures from KK Training Manual & KK Parent Handbook.
- Positive participation in morning prayer time.
- Assist Lead teacher with daily classroom activities and special projects.
- Communicate discipline and other concerns to the Lead Teacher.
- Assist with classroom set up/clean up. Responsible for classroom cleaning and maintenance.
- Clock in and out daily. Arrive promptly to ensure that appropriate time is allowed to assist the lead teacher in classroom set up and preparation of snacks.
- Accompany class to music/movement class and assist Music/Movement Lead teacher as needed.
- Responsible for staff childcare in the mornings when scheduled.
- Provide receipt detailing purchases for reimbursement within two weeks of purchase.
- Available to lead daily operations of the classroom, including teaching, in Lead teacher's absence.
- Notify the Director, then the Lead Teacher, of absences and secure a sub from the provided list.
- Serve with a happy heart!

Classification: (Part time/NonExempt/No Benefits)

- Teaching positions are a 9-month commitment.
- Works 12 hours a week during the school year. Tuesday & Thursday from 8:30 – 2:30.
- Additional hours may be required for staff development, staff childcare, in-service day(s) and special events.

Personal Qualities and Special Job Characteristics:

- Stable and mature Christian who is ministry minded. Spiritual Gift/Personality type: Servant/Helper, Encourager, Teacher
- A positive and professional representative of Kingdom Kids and Grace in the workplace and community.
- Enthusiastic about teaching and making a difference in the life of a young child.
- Must have a warm, supportive attitude toward parents, children, and co-workers.
- Must be able to work as a supportive and contributing team member with all staff to enhance the overall learning experience for the children.
- Exercise discretion, confidentiality, and professionalism in all dealings – must be trustworthy and reliable.
- Must be flexible, have a teachable spirit, and adjust easily in a fast-paced, changing environment.
- Must be physically able to work in an early childhood education setting (ex: able to lift children and/or equipment up to 40 lbs: able to stoop, bend, sit, and stand for extended periods of time).