



OUR MISSION is to make disciples as we REACH OUT (Mark 16:16), CARE FOR (John 13:34-35), and BUILD people (Ephesians 4:11-13) toward maturity in Christ.

CORNERSTONE LUTHERAN PRESCHOOL MINISTRY STATEMENT

The preschool program of Cornerstone Lutheran Church partners with its families to provide opportunities for each child to know the love of Jesus, develop respect for self and others, and to experience the joy of learning in a safe and developmentally appropriate environment. The faculty and staff will nurture the unique gifts of each child in a Christ-centered environment that is designed to educate, inspire, and empower young minds. Opportunities will be provided to assist parents to learn how to foster faith formation at home, support the academic growth of their child, and guide parents to build parenting skills.

Job Description for Extended Care Assistant

Responsible to: Assistant Director/Director

Job Type: Part-Time

SELF-MANAGEMENT AND PROFESSIONAL CONDUCT

1. Be a committed Christian.
2. See his/her role as a calling for ministry, understanding the mission of the preschool.
3. Understand that the assistant's first priority is to teach about the love of Jesus through positive role modeling, gentle and consistent temperament, and caring relationships.
4. Is a positive, caring person with an enthusiasm for caring for young children.
5. Attend all staff meetings, seminars, and workshops whenever possible, and log at least 12 training hours each year.
6. Maintain Red Cross first aid and child and infant CPR certifications.
7. Pass national background checks, medical exams, Tb tests and drug screenings as required.
8. Call the director in a timely manner when ill.
9. Be punctual.
10. Become familiar with and comply with all policies in the staff manual

STAFF MANAGEMENT

- Support other staff by being a positive role model, treating others with respect and care.
- Meet with other staff when asked, for planning and problem solving.
- Participate in program events outside of regular duties. Examples include but are not limited to Thanksgiving Feasts, Christmas Programs, Mom's Nights, and Dad's Nights.
- Assist staff in maintaining an organized and clean environment.
- Follow standards related to achieving/maintaining Paths to Quality and National Lutheran School Accreditation.

CHILD MANAGEMENT

1. Assist in implementing a daily routine of developmentally appropriate activities.
2. Work with the Lead Teacher to implement lesson plans and assess growth and development of children.
3. Communicate clearly and effectively with children to meet their needs.
4. Participate in daily and weekly set-up and cleanup of children's learning environment, which includes any environment adjustments and/or changes.
5. Provide support and modeling to children throughout free play opportunities.
6. Assist in executing fire, tornado, and lockdown drills according to the emergency plan.
7. Follow positive discipline policies as outlined in the staff manual.
8. Help prepare, serve, and clean up morning/afternoon snacks.
9. Set up activities and interact with children throughout playground and gym times.
10. Supervise bathroom and help as needed, change diapers following diaper changing procedures.
11. Administer first aid when necessary; assist in reporting all accidents/incidents on appropriate forms.
12. Maintain open, honest, respectful communication with parents; communicate with parents regarding exceptional behaviors, accidents, illnesses, and discipline.

PERSONAL CHARACTERISTICS

1. Be mentally and physically capable of caring for a group of young children.
2. Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs.
3. Demonstrate initiative and competence in working effectively without close supervision.
4. Demonstrate willingness to perform other duties, above and beyond those listed here, as assigned.
5. Have genuine Christ-like love for children.

QUALIFICATIONS: High School Diploma or equivalent required; 1+ years of experience working with children preferred; Preschool CDA credential or an associate degree or higher in Early Childhood Education is preferred.