



TreeHouse Preschool Assistant Teacher (Pre-K)

This position will be of interest to those who love and understand preschoolers. This person will be committed to being part of our program that intentionally develops preschoolers' mental, emotional, physical and spiritual growth. A heart to serve families in our community, to point people to Jesus and to provide quality care in a stimulating, learning environment is vital.

KEY ACCOUNTABILITIES:

- Warmly welcome children into the classroom each day.
- Engage children at centers and help head teacher facilitate a safe, fun learning environment for all students.
- Interact with parents in a positive, encouraging way each day.
- Assist with set up/clean up in classroom
- Assist with the preparation and organization of student materials
- Familiarize parent helpers with prep tasks and resource them as needed.
- Confer as needed with the head teacher regarding the needs of the students.
- Assist with the planning and implementation of special events (i.e. Christmas, Open House, Year End)
- Champion TreeHouse as an integral part of Kids' Ministry, promoting the ministries and values of the church.

QUALIFICATIONS:

- Minimum Child Development Assistant (level 1) or a willingness to complete online coursework.
- Experience working with preschoolers
- Current certificate for First Aid and CPR training
- Growing relationship with Jesus Christ.

SKILLS AND ATTRIBUTES:

- Passion for preschoolers and their families
- Strong interpersonal skills (able to work harmoniously in team and when interacting with parents)
- Ability to take initiative and work both independently and collaboratively
- Attention to detail and the ability to prioritize tasks
- Excellent organizational skills
- Love for the church and desire to direct people to appropriate ministries for spiritual growth, help and guidance.

Working Hours:

- Part-time: Tuesday (8:30 a.m. to 3:30 p.m.) and Friday (8:30 a.m. to 11:45 a.m.) with some flexible prep/set up hours on classroom change over days.
- Follows Strathcona Christian Academy school calendar.
- Start Date: September 3, 2019.

Reporting to: Treehouse Manager

SPECIAL NOTES:

- This individual will be part of the Kids' Ministry TreeHouse Team.
- Position runs from September to June – with July and August off.
- Will follow and live by the "Rule of Life" adopted by the SPAC staff, and adhere to the policies and procedures of the Staff Handbook.
- Member of Sherwood Park Alliance Church or willing to work towards membership.

If this opportunity interests you or you know someone who may be a good fit, please submit resume to: human.resources@spac.ca