



Immanuel Lutheran Preschool

Dear Classroom Teaching Assistant,

At ILC Preschool we are passionate about serving children and sharing the love and hope of Jesus with students and their families. Our goal is to have each day be filled with love, patience, and security, as well as to assure quality, creative activities, and experiences through structured environment within a Christian context.

Classroom Teaching Assistants are expected to contribute to assuring a warm and nurturing environment in which the child can grow physically, emotionally, intellectually, and spiritually. Qualified candidates will have the ability to implement Christian curriculum including Bible stories and prayer. They must be a warm, supportive person who loves and accepts children as they are and can support and work cooperatively with other staff members. Classroom Teaching Assistants must be willing to supervise children in locations outside the classroom including the Busy Bee Room, Paint Room, and Large Motor Room (Gym)

Key responsibilities for Classroom Aides include:

1. Perform duties as requested by the Director and/or classroom teacher.
2. Assist other staff with drive-thru drop off and pick up procedures.
3. Assist the teacher in preparing materials for lessons including cutting or gathering supplies needed.
4. Assist in supervising children.
5. Promote good health and safety habits.
6. Return materials used during the school day to appropriate locations, cleaning up activities' areas, and keeping supplies orderly. Notify leads if any supplies are low or needed.
7. Meet regularly with teachers to clarify responsibilities and duties.
8. Assist in organizing or clean-up of storage and equipment and play areas. Activities are to be cleaned up after they are completed, and the room maintained in an orderly manner.

We ask that you prayerfully consider your decision to apply. As the Preschool Board, we are committed to seeking God's direction in finding the applicant who will best meet the needs of our students, staff, and families. We sincerely appreciate your interest and time. Upon completion of the job application please submit to our Preschool Director, via email (Michelle@ilcpuyallup.org) or drop off during school hours.

Respectfully, ILC Preschool Board Members-