

CHRIST THE SAVIOR LUTHERAN CHURCH



Job Description: **Noah's Ark Associate Teacher**

Reports to: Noah's Ark Director

Classification: Noah's Ark Staff

Seasonal Part Time

Session Pay/Non-Exempt

Ordination: Not required

As of: June 2026

Role Mission Statement

The primary mission of the Noah's Ark Associate Teacher is to assist in creating a learning culture that is nurturing, safe, consistent and accepting of all children which advances their intellectual, social, physical and spiritual development in a loving Christian setting.

Areas of Responsibilities:

The primary duties of the Noah's Ark Associate Teacher include:

- A. Assist in the planning, preparing and implementation of developmentally appropriate lesson plans which meet the children's physical, emotional, intellectual, spiritual & social needs.
 1. Meets regularly with Lead Teacher to assist in planning, preparation and execution of lesson plans. Additional time will be required outside of the regularly scheduled day.
 2. Integrates faith formation into all aspects of the program.
 3. Adapts and adjusts teaching style to the needs of the students in the classroom as directed by the Lead Teacher.
 4. Implements the Conscious Discipline practices that are followed in Noah's Ark - builds sense of classroom community by individually greeting each child, assists with morning class meeting and classroom celebrations.
 5. Fosters relationships with other staff members and parents to support children's learning and well-being.
- B. Provide a safe, clean, warm, and caring environment for the children, parents and teachers throughout the school day.
 1. Maintains a calm attitude and a soft voice, and encourages this attitude and voice in others working in the classroom.
 2. Upholds and reinforces positive behavior by modeling the desired behavior and teaching classroom rules.
 3. Closely supervises children during indoor and outdoor playtime through observation, extending play opportunities, and positive guidance.
 4. Ensures proper cleanliness and security is maintained - classroom is clean at the end of each day in readiness for the next day – making sure trash is removed, floors are swept/vacuumed, lights are turned off and doors/windows are closed and locked.

5. Knows and complies with preschool policies and procedures including but not limited to health & safety standards with food, hand washing and toileting and emergency procedures.
 6. Notifies the Noah's Ark Assistant of any supplies needed for lesson plans, classroom items needing to be repaired or replaced, or janitorial needs.
- C. Supports Lead Teacher using ongoing formal and informal assessment strategies to evaluate the cognitive, emotional, physical, social and spiritual development of individual students.
1. Assists Lead Teacher in planning and preparation of fall and spring parent-teacher conferences.
 2. Observes children to detect signs of illness, injury, emotional disturbance, learning disorder, neglect or abuse, or any problems/situations concerning the school, children, or parents and immediately report observations to the Lead Teacher.
 3. Uses discretion to protect the privacy of each child and family.
- D. Be present for normally scheduled school days and for additional daytime and evening school events as the school calendar or Director requires.

Teaching Staff Hours:

Monday thru Friday 8:45am - 1:45pm.

Notify the Noah's Ark Director of their absence in a timely manner so a substitute can be found.

Position Qualifications

The following background characteristics are desired:

- A. Must be at least 21 years of age and have a minimum of High School Diploma or equivalent.
- B. Minimum of two years of experience in a preschool setting or equivalent experience.
- C. Well-grounded in Christian theology and practice from a Lutheran perspective and committed to integrating faith practices in all aspects of the early learning experience.
- D. Additional requirements:
 1. Possess Current Basic First Aid
 2. Possess current CPR Training for Children.
 3. Completion of Universal Precautions class.
 4. Pass all required background, fingerprinting, and drug testing.
 5. Complete 20 hours of continuing education per calendar year.

Desired Skills

- A. Strong communication skills both in listening and speaking; specifically effective with children, parents and teaching staff.
- B. Demonstrated commitment to work effectively on a team.
- C. Creative thinker who is willing to share ideas and provide support to the Lead Teacher.

Desired Personal Characteristics

- A. Love of children and ability to effectively interact with and instruct them
- B. Christian leadership and commitment – one who has a heart for evangelism

Authority

- Spending is limited to budgetary guidelines, (which may be amended as required)
- The Noah's Ark Associate Teacher, without approval from the Church Administrator or Church President, may not:
 - Acquire or dispose of any capital asset
 - Sign any contract obligating Christ the Savior.

Accountability & Acknowledgement

The Noah's Ark Associate Teacher is accountable to the Noah's Ark Director and subject to guidance from the Director of Children's Ministry.

Because of the nature of the role, this person must have appropriate experience and must be able to properly handle confidential information in a careful and secure manner. Additionally, the willingness to learn new skills, work as a team player, and overall dependability/accessibility are very important.

The position description above is not a contract for hire and is not all-inclusive but rather a sampling of the types of work and responsibilities intended for this position. Additional duties and responsibilities may be added, or duties and responsibilities may be altered, changed or removed.

Please select one option:

☐

I have reviewed the job description above. I can perform all of the functions of the job.

☐

I have reviewed the job description above. I can perform all of the functions of the job with the following reasonable accommodations:

Employee Signature _____

Printed Name _____

Date _____