

# **Grace Children's Learning Center**

*"A Ministry of Grace United Methodist Church"*

9750 Wellington Rd Manassas, VA 20110

703-393-2345 phone

umcgrace.org/gclc

GCLC@umcgrace.org

## **Assistant Teacher**

**Qualifications:** The person selected for this position must be at least 18 years of age. Applicants must have at least a high school diploma with a minimum of one (1) year pragmatic experience. Applicants must be able to meet all criteria in accordance with VA State Social Services Licensing Department. Applicants must be sensitive and mature who relate well to both children and adults. Applicants must have the ability to prioritize and anticipate the needs of the teacher, students and parents. Applicants must be able to communicate in English via written and oral forms.

**Position reports to:** GCLC Director

**Status:** Part Time

**Scheduled Hours Between:** 9am-1:30pm MWF

**Compensation:**

1. Based on experience and education

**Responsibilities:** Responsibilities include but are not limited to:

1. Able to receive and follow directions of classroom teacher
2. Assist teacher as directed with a class of 16-20 students in a manner consistent with our philosophy and goals. This includes:
  - A. Treating each child with respect
  - B. Contributing to planning and preparation of daily activities
  - C. Recognize and consider the individual needs of each child in relation to cultural and socioeconomic backgrounds, handicaps, special talents, interest, style and pace of learning.
  - D. Assist teacher in helping children learn to think creatively to solve problems independently and to respect themselves and others.
3. Working with classroom teachers and students to ensure the room is maintained and kept clean
4. Assisting classroom teacher as directed with maintaining classroom and student records
5. Generally promote a good rapport among fellow staff members.
6. Attend all required meetings and programs sponsored by the school.
7. Actively seek to up-date skills by attending outside workshops, conferences, seminars, etc whenever possible. Become active in professional organizations and constantly seek new ideas and materials for use in the classroom with the children or to share with co-workers. Must maintain required number of training hours annually required by the State of VA. Must remain current with CPR and First Aid. Applicants must take the VA Preservice Training by Penn State prior to the start of their first year.
8. Must maintain strict confidentiality regarding children, parents and co-workers
9. Must maintain professional conduct and attitude with children, parents and co-workers, as well as, the general public and visitors.
10. Responsible for reporting any maintenance needs, suspected child abuse, breach in safety protocol or important information regarding students, the center or policies to administration.