



Job Description – Assistant Teacher The Loving Tree School

Purpose:

The Loving Tree School Assistant Teacher will foster the development of the school program by assisting the lead teacher to carry out the school's role in alignment with the Mission, Vision, and Values of the United Church of Ferndale (UCF). UCC/UMC. Working collaboratively with the Program Supervisor, Loving Tree School Advisory Ministry Team, Pastor, and parents.

Essential Functions, Job Responsibilities and Duties:

1. Greet each child in a compassionate and friendly manner, providing a warm, safe and caring environment that is kept appealing to children and their growing needs. Interact with the children and encourage their involvement in class activities while honoring each child for the unique beauty that each child brings. The environment should allow each child to grow and explore.
2. Work in a team environment with other staff members and volunteers to form a positive, supportive atmosphere. Work to meet the needs of the overall program and its goals and objectives. The assistant teacher will add richness and depth to the learning experience for the children.
3. The Assistant Teacher will be expected to assist with the implementation of daily activities, both indoor and outdoor, as they relate to the program curriculum. Planned activities will be implemented in a program based in wonder and exploration, natural materials, and open-ended play, led by the child, supported by the teacher.
4. The Assistant Teacher will work the days and hours scheduled and perform all assigned responsibilities and tasks. Be punctual and timely in meeting performance requirements, including but not limited to attendance standards and work deadlines. The Assistant Teacher will also be required to attend school staff meetings, trainings, and Parent/Child Open houses and seasonal themed programs and activities. The Assistant Teacher will also perform additional program duties as required by school needs.

5. The Assistant Teacher will help provide an atmosphere that supports and promotes the health, welfare, and safety of the children, including supervision of toileting and bathroom time, and any needs that may arise from potty training.

6. Understand and comply with Mandated Reporting Requirements.

Qualifications:

1. Ability to effectively interact and relate to children in a developmentally appropriate and loving manner. Must be sensitive to each child's individual differences and needs

2. Will be motivated to learn and grow in an educational environment and be willing to continually increase knowledge in the field of Early Childhood Education and Wonder based learning.

3. Will be able to relate with and speak to parents in a respectful and courteous manner honoring all forms of diversity.

4. Will be willing to work in a team environment, be willing to share ideas, be open to other's ideas, and be flexible, and willing to compromise.

5. Able to demonstrate the physical ability to work in a preschool environment.

6. Minimum of a High School diploma or GED.

7. Willingness to serve as a substitute teacher when needed and the willingness to "step in" and assist when needed.

8. Evidence of strong organizational skills and the ability to multi-task effectively.

9. Ability to speak, read and write in English.

10. Have a current CPR and First Aid certification, or the willingness to obtain within thirty (30) days of employment.

11. Pass a background test including fingerprinting and a criminal background check.

Salary and Work Week

Salary: \$15.50/hour Work: Monday – Friday 8:45 a.m. to 12:30 p.m.

Application Procedures

- Provide a resume and three references (name; telephone number(s) and email addresses.
- Submit a letter of application to Mr. Kenn Robinson c/o United Church of Ferndale, P.O. Box 186, Ferndale, WA 98248
- The application deadline is Friday, March 11, 2022 12:00 P.M.
- The application letter should describe how the required skills and experiences listed above have been or will be fulfilled.

Terms of Employment:

The Loving Tree School Assistant Teacher will be employed for a term that includes the number of days the school operates during the given school year. Additionally, the Teacher will have seven (7) additional work days for preparation to open and close the school plus teacher training. These additional days will be determined in collaboration with the Program Supervisor. Employment is subject to student enrollment.

The first and last days of school for students is determined annually in coordination with the Ferndale School District Calendar. The school calendar may also be impacted by school district closure due to extreme weather during the school year and/or the COVID-19 pandemic. Effective January 1, 2018 per Washington State requirement, sick/compassionate leave time will accrue at one (1) hour per every forty (40) hours of employment. These hours will carry over year to year (up to forty (40) hours) and will not have any cash value at termination of employment. Generally, the day will begin for staff at 8:15 and continues until 12:30 OR until all children are picked up. Staff meetings will also be required.

Job Type: Part-Time, Contract

Salary: \$15.50 per hour

COVID-19 considerations:

The Loving Tree School will abide by CDC, State, and Whatcom County Health Department guidelines as well as denominational guidelines. Applicants must show proof of full vaccination OR proof that he/she has had Covid. The applicant must meet any current mask mandates issued by the Whatcom County Health Department.