



Vacaville Christian Schools

Early Education

Job Description – Support Teacher

Title Support Teacher

Department(s) Early Education

Reports to Site Supervisor and Director

Qualifications

1. Shows evidence of Christian maturity and a strong grasp of the essence of Christian education.
2. Meets the state requirements and qualifications for assistant teachers.

Performance Responsibilities

Spiritual – Demonstrates spiritual maturity in attitude, actions, and speech, showing a consistent walk with Jesus Christ. In all work is sensitive to the spiritual needs of people. Meets all VCS staff requirements (Refer to Employee Handbook). **Initials**_____

Physical Qualifications – Employees of Vacaville Christian Schools must be able to observe, hear, and respond to the needs of children and emergencies or conflicts that might occur in a classroom, on the playground, and in common areas. Employees must have the ability to lift children up to fifty pounds from the floor to waist high ten to fifteen times a day; to crouch to a child’s height and maintain eye contact as a child’s level; to sit on the floor; to stand tall enough to reach children on play equipment; be able to reach, kneel or crawl; take walks and push carts; and to determine and communicate cognitive, social, and physical needs of children orally and in writing in the English language. Persons must feel confident that they can handle stress, tension, and the exasperation of daily contact with staff members, parents, and children. **Initials**_____

Classroom Management

Assists in implementing the daily program under the direction of the teacher and the Head/Lead Teacher.

Assists in preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.

Assists in supervising the classroom and playground. Is responsible for discipline formula under the direction of the teacher and/or head teacher. Treats all children with dignity and respect.

Assists with general housekeeping tasks.

Attends staff meetings and training programs as deemed necessary by the head teacher and/or director.

Is willing to fulfill responsibilities and procedures in accordance with the EE staff handbook.

Provide coverage during scheduled lunch and employee breaks.

Prepare and order lunches and snacks for students.

Take role, call in hot lunch.

Complete assigned chores.

Open or close centers.

Be familiar with EE policies and procedures.

Attend all trainings provided by VCS.

Have basic computer skills; email, word, some excel **Initials**_____

Maintains a professional attitude in communicating with the teacher, director, children, and parents.

Performs additional appropriate duties as assigned by the teacher and/or director.

Teacher Date

Supervisor Date