

**The Christian Academy
at Ben Hill United Methodist Church**

Assistant Teacher in Pre-Kindergarten (Four-Year Old) Classroom

The Christian Academy at Ben Hill United Methodist Church is seeking an assistant teacher for its **Pre-Kindergarten** (four-year old) classroom.

The Christian Academy is a thriving weekday ministry of the Ben Hill United Methodist Church and is located in Southwest Atlanta. There is an enrollment of approximately 93 students ranging from one to five years of age and a teaching and support staff of 20.

The qualified candidates must be individuals who have dedicated their lives to Christ and have been called into ministry with children. The teachers will report directly to the Director of the Academy.

PROFESSIONAL RESPONSIBILITIES:

Under the direction of the Director and the Lead Teacher, the Assistant Teacher will:

- Plan and implement a developmentally-appropriate curriculum consistent with the Georgia Early Learning Development Standards (GELDS).
- Design and deliver instructional lessons that focus on science, technology, engineering or mathematics and promote curiosity, hands-on exploration, critical thinking and is a model for positive social relationships.
- Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play; Organize and lead activities designed to promote cognitive, communicative, gross motor and social-emotional development, such as dramatic play, games, arts and crafts, music, storytelling, and field trips.
- Deliver information to students that include structured lessons, large and small group learning experiences, and individual practice.
- Adapt teaching methods and instructional materials to meet students' varying abilities, needs and interests.
- Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
- Maintain an open, friendly, and cooperative relationship with each child and family to promote a strong home-school connection.
- Participate in parent/teacher conferences, as required.
- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence and in accordance with the requirements of Bright from the Start, other regulatory agencies and The Christian Academy.
- Inspect the school site and equipment for potential safety hazards and take corrective action or inform the Director to prevent injuries.

- Ensure that the classroom, manipulatives, resources, toys and supplies are sanitized each day in accordance with guidelines outlined by the Director.
- Comply with all Bright from the Start licensing regulations and The Christian Academy Employee and Policy Handbooks.
- Perform other professional duties as designated by the Director.

REQUIREMENTS:

- High School diploma or GED equivalent; Associate's degree or above in Early Childhood Education, Child Development, Elementary Education or Early Childhood Special Education from an approved, accredited college or university preferred
- Ability to develop and deliver developmentally appropriate instructional lessons to children ages that focus on science, technology, engineering or mathematics,
- Satisfactory criminal background check (fingerprinting)
- Caring and nurturing attitude towards children
- Genuine disposition for engaging children and promoting curiosity and learning
- Knowledge of GELDS
- Ability to establish priorities, work cooperatively with others and independently with limited direct supervision, simultaneously manage multiple tasks, and deliver a quality work product by a designated deadline
- General proficiency in the use of the Microsoft Office Suite
- Excellent oral, written and interpersonal skills
- Exceptional organizational and administrative skills

SALARY:

This is an hourly position. The work hours are Monday through Friday from 9:00 am-6:30 pm. A one-hour break is included in that time segment. A competitive salary is offered that is commensurate with education and experience. Benefits available.

APPLICATION SUBMISSION PROCEDURES:

Interested persons should submit a cover letter that specifies an interest to be considered for an afternoon Assistant Teacher in the Pre-Kindergarten (four-year old) classroom and a résumé to rellis@benhillumc.org.

