



Position: Preschool Assistant

Classification: Part Time, Contracted

Position Site: St. Paul Lutheran Church Preschool

Location: 621 W. Main Street, Pipestone, MN 56164

Contact: Rev. Cliff Adair

Phone: 507-825-5271

PRESCHOOL ASSISTANT JOB DESCRIPTION

St. Paul Lutheran Preschool is a ministry of St. Paul Lutheran Church. The Preschool is open to children of all spiritual backgrounds and provides an appropriate learning experience for children between three years and five years of age. The goal of the Preschool is to provide experiences that stimulate the child's interest in God's world – to provide an environment where each child can develop his or her physical, emotional, mental and social capabilities to his or her full potential, with an emphasis on cognitive development and communication skills. Working collaboratively with the Preschool Director, the Preschool Assistant will work to foster the children's educational development while carrying out the Preschool's Christian mission. The Preschool Assistant reports to the Preschool Director and Preschool Board of Directors and receives a written performance review from the Preschool Board of Directors on an annual basis.

Basic Duties and Responsibilities:

- Engage in and help lead activities which promote a positive image of preschool programs to students, parents, and families.
- Be a supportive, nurturing adult while providing direct supervision of students.
- Assist in preparing lesson plans and activities.
- Clean up after activities and assist in keeping the classroom organized.
- Maintain a clean, safe, and fun, learning environment for children.
- Attend student orientation, employee trainings, and meetings as necessary.
- Assist in the preparation of special events and attend all events during and outside of the typical school day.
- Facilitate positive relations among Preschool Staff, Parents, and the Church Congregation.
- Be available to serve as a substitute for the Preschool Teacher and other Preschool Assistant when needed.

Position Work Schedules:

MWF Assistant:

- Position Follows the Pipestone Area School District Calendar.
- Work Days: Monday, Wednesday, and Friday
- Hours: 8:00 AM to 3:15 PM
- Also required to work additional hours during special events (Including but not limited to: Family/Student Events, Fundraising Events, Staff meetings)
- Student Age Group: 4 to 5

TTH Assistant:

- Position Follows the Pipestone Area School District Calendar.
- Work Days: Tuesday and Thursday
- Hours: 8:00 AM to 3:15 PM
- Also required to work additional hours during special events (Including but not limited to: Family/Student Events, Fundraising Events, Staff meetings)
- Student Age Group: 3 to 4

Qualifications:

- Must be a person who values and sees the inherent value of a Christian-based early education program and supports LCMS Word and Sacrament ministry.
- Must have a high school diploma.
- Experience working with children in a professional capacity is preferred but not required.
- Prior to being hired, must meet the minimum state standards for child care worker. Including but not limited to: Criminal background check and First Aid and CPR certification.
- Have patience as well as strong organizational and child care skills in order to effectively communicate and work with children.
- Able to have a healthy working relationship with the Head Teacher, Pastor of St. Paul Lutheran Church, Director of Christian Education, and boards of the church and community.
- While active participation in St. Paul Lutheran Church congregation is appreciated, successful candidate must be conversant in and practice the Christian faith preferably LCMS.

Hourly Wage:

\$10.00 - \$11.50

Please send resume to:

**St. Paul Lutheran Church
Attn: Pastor Cliff Adair
621 W. Main St.
Pipestone, MN 56164**