



christ lincoln
A LUTHERAN MINISTRY

Child Care Assistant

Department: **Child Care**

Wage Type: **Full Time / Part Time**

FLSA Exemption: **Hourly Non-Exempt**

Responsibilities

The Child Care Assistant (CCA) is responsible for assisting the Child Care Teacher in all classroom needs to provide the best quality care for the children enrolled at Christ Lincoln Child Care & Preschool. The CCA will assist in daily tasks, challenging and supporting children to their fullest potential to enable them to grow in their relationship with Jesus as guided by the Child Care Teacher. The CCA will perform job duties in the most professional, timely, accurate, and profitable manner. Our ministry to children is a cooperative effort involving the child, the family, the staff and the congregation of Christ Lincoln, A Lutheran Ministry. *The CCA must ensure that work performance, files, and documentation are in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The CCA must lead by example, maintain high core values and CLS Mission.*

Supervisor: Assistant Director of Early Childhood Education

- I. Operate within processes developed using the principles of Outward Mindset.
 - a. Apply S.A.M to Objectives & Goals - See Others; Adjust Efforts, Measure Impact
 - b. Apply the Influence Pyramid to Relationships - Correct, Teach & Communicate, Listen & Learn, Build the Relationship and Build the Relationship with Others Who Have Influence
- II. Reflect the purpose of Christ Lincoln Schools and honor Christ in the daily operation of the program.
- III. Recognize the need for good public relations, projecting a positive attitude towards the program, children, parents/guardians and co-workers to represent the program favorably and professionally at all times.
- IV. Familiar with all school policies, emergency protocols and first aid procedures.
- V. Maintain regular attendance to include staff meetings and professional development training, and if unable to attend, take responsibility for obtaining the information that was missed.
- VI. Perform all duties in a professional manner including conduct, appearance, dress code and speech.
- VII. Attend training and maintain annual training requirements.
- VIII. Assist in overall cleanliness and aesthetics of the facility to include reporting repair needs timely, sanitizing tables and toys, laundering blankets and other items, sweeping and spot mopping as needed.
- IX. Report major discipline concerns, accidents and other such incidents, immediately.
- X. Perform other tasks as identified by the Director of Early Childhood Education, Assistant Director of Early Childhood Education or Child Care Teacher.

Recipients: Child Care Students and families

- I. Develop and maintain rapport with children, parents and staff by treating others with kindness and consideration.
- II. Obtain proper identification before releasing a child.
- III. Assist in day to day Child Care and Preschool learning with curriculum, Christ-centered activities, free-choice activities, and group time activities, etc.
- IV. Assist children with their breakfast, lunch and/or snack.
- V. Supervise indoor and outdoor free play, teacher directed play and directed activity while observing children in these activities and noticing their level of involvement and taking appropriate action.
- VI. Assist with communication with parents as needed such as filling out daily sheets, discipline or accident reports.
- VII. Keep all information about children and families confidential.

Coworkers: Child Care Teachers, Child Care Assistants, Administrative Assistant

- I. Promote a team player approach within Christ Lincoln Ministry.
- II. Assist in maintaining Child Care standards as outlined by the Nebraska Department of Health and Human Services.
- III. Collaborate to maintain proper classroom discipline as outlined by the Christ Lincoln Child Care & Preschool policy.
- IV. Report any suspected cases of abuse, neglect or developmental delay to the Child Care Teacher and Director immediately.

Competencies

The CCA shall have the minimum competencies to successfully and efficiently complete work duties. Qualified Candidate will possess:

- I. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way.
- II. Trust in Jesus Christ as his/her personal Savior. Believe that the Bible is God's Word and standard for faith and daily living. Be a Christian role model in attitude, speech and actions towards others. Be committed to God's Biblical standards of moral conduct. Have the spiritual maturity, academic ability and personal leadership qualities to "train up a child in the way he should go".
- III. Demonstrated capability to take the initiative and be a self-starter.
- IV. Demonstrated ability to assume responsibility for all actions and follow through to ensure tasks and assignments are complete.
- V. The ability to read, write, and comprehend the English language with excellent verbal and written communication skills.
- VI. Troubleshooting skills to process breakdowns to create and implement solutions.
- VII. Strong organizational skills with attention to detail and ability to multitask and prioritize daily workload.
- VIII. The relationship skills to effectively present information & respond to questions from groups of managers, customers, and the public.
- IX. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- X. Analytical skills to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- XI. Capacity to endure persistent standing, sitting and walking and regular lifting of supplies and materials that weigh up to 50 pounds.
- XII. Skill to be caring and empathetic (but objective) to the feelings, thoughts and experiences of other staff members, parents, and children, etc. at all times.
- XIII. Propensity to refrain from gossip and instead provide honest, open and transparent communication.

Abilities

The CCA should exemplify these skills: flexibility, compassion, professionalism, a positive attitude, accountability, respect and excellence are all skills and values expected in this role. Reliability, punctuality and integrity are also required. You are also required to act ethically, build trust through authenticity and admitting mistakes. Refer all unethical actions to the Director of Staff Engagement.

Qualifications

Must be at least 16 years of age. A basic knowledge of Child Care and development, classroom management, teaching strategies and State licensing requirements is encouraged but not required. Must be able to work consistently between the hours of 6:30 AM - 6 PM, Monday through Friday. Membership to Christ Lincoln is encouraged but not required; however involvement in specific church activities and sponsored events may be required as directed by the Director of Early Childhood Education.

Equal Opportunity Commitment/Americans with Disabilities Act

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with Christ Lincoln's Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.

Position Description Acknowledgement & Acceptance

I have reviewed and understand the above position description and believe it to be accurate and complete. I also agree that CL retains the right to change; modify; or add and/or delete portions of this position description at any time and will provide me with written revisions and addendum prior to the installation of new policies or requirements.

I also understand that although there are areas that I will be evaluated on a periodic basis. I am fully accountable for ensuring that these areas are carried out as required, and that the functional role of the Child Care Assistant may not be delegated to another member of the team. I acknowledge that I may be evaluated on a periodic basis with respect to my overall performance as outlined in the evaluation/position description.

I understand that nothing in this position description in any way creates an expressed or implied contract of employment between CL and me but rather this description is intended to foster my working relationships by allowing me to understand what is expected of a person performing this role. I understand and agree that my employment is terminable at will so that both Christ Lincoln and I remain free to choose to end our working relationship at any time for any reason. I understand that my job responsibilities and performance expectations may be discussed with me at scheduled times.

Printed Name

Signature

Date