



Christ Lincoln is a family working together to grow the kingdom of God. Our mission is connecting people to Christ, together growing in His Word. Each day we strive to join Jesus on His mission so that all may know Jesus!

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| Job Title | Child Care Assistant |
| Department | Schools - Child Care |
| Reports To | Assistant Director of Early Childhood Education |
| Position Level | 5 |
| Position Status | Part Time - Non-exempt |

Job Purpose

The Child Care Assistant is responsible for providing high quality care for the children enrolled at Christ Lincoln Schools. The Child Care Assistant will assist in daily tasks, supporting children to reach their fullest potential to lead them to Love Jesus, Love Others, and Love Learning as guided by the Child Care Teacher. Additionally, the Child Care Assistant will assist in the overall cleanliness and aesthetics of the facility.

Duties and Responsibilities

- I. Assist the Child Care Teacher with daily tasks, supporting children to reach their fullest potential to lead them to Love Jesus, Love Others, and Love Learning.
 - A. Ensure proper hand washing protocols for staff and children and follow cleaning routines to maintain a safe environment.
 - B. Help serve meals and snacks, encourage good manners, and assist with clean up after meals.
 - C. Actively engage with children during playtime and structured activities, promoting positive interactions and ensuring safety both indoors and outdoors.
 - D. Support smooth transitions for bathroom breaks, naptime, and outdoor play, and prepare children for each part of their day.
 - E. Record daily activities, complete incident/accident reports, and communicate concerns to supervising staff as needed.
 - F. Assist with daily and end-of-day procedures, including organizing spaces, to ensure an inviting environment.
 - G. Aid the Child Care Teacher with various tasks, including art projects, restocking supplies, and occasional non-routine cleaning.
 - H. Participate in training to stay updated on child care practices.
- II. Assist in the overall cleanliness and aesthetics of the facility.
 - A. Report repair needs timely
 - B. Sanitize tables and toys
 - C. Launder blankets and washcloths
 - D. Sweep and spot mop as needed

Qualifications

- I. Knowledge
 - A. Child development, classroom management, assessment and teaching strategies
- II. Essential Traits
 - A. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way
 - B. Reliable and consistent attendance as scheduled during program hours (6:30 am - 6 pm)
 - C. Positive attitude
 - D. Action oriented
 - E. Initiative to build relationships and rapport with children, families and staff
 - F. Commitment to excellence and upholding ethical standards
 - G. Ability to work independently or as a team
 - H. Willingness to learn and follow directions
- III. Skills
 - A. Demonstrated compassion and empathy for the needs of children.
 - B. Adaptability to changing situations and needs of children
 - C. Strong ability to enforce rules and routines
 - D. Quick decision making in emergency situations
- IV. Education
 - A. First Aid and CPR certification required.
 - B. Health and Safety course completion required.

Physical Requirements

The mobility and stamina to move around and participate in energetic activities, as well as the ability to lift and carry materials and supplies weighing up to 40lbs. Flexible, with the capacity to bend, stoop, and kneel to interact with children at their level. Physical endurance is essential to withstand the demands of the job, which may involve prolonged periods of standing, walking and playing. Good vision and hearing are important for monitoring the safety of children and detecting signs of distress. Fine motor skills and manual dexterity for tasks like tying shoelaces and handling small objects. Clear verbal communication skills are important for interacting with coworkers, children and families.

Direct Reports

This position is not a supervisor for any staff member.

What We Believe

The ministry of Christ Lincoln is part of the greatest work we as followers of Jesus can do: Connecting People to Christ and Together Growing in His Word. In our efforts to bring others to find a relationship with Him, we understand we have a great responsibility to those God has entrusted to us. In that, we look to the example set by Christ Jesus himself and are called to live in the world but not of the world.

Christ Lincoln's Living A Godly Life Statement expresses how we believe we are to live based on foundational truths of Scripture. As employees of Christ Lincoln, we are leaders in our community and must align ourselves with these biblical truths. Our lives are a testament to the power of repentance and grace when we fall short and are brought back to our Savior's open arms.

In partnership together, staff must evaluate their personal beliefs against the statements as they are expectations for employees regardless of job title, responsibility level or church membership. We understand all need God's grace. We also believe that God calls our faith to walk in harmony with our actions.



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 accommodations 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.

Employee Name (Printed)

Employee Signature

Date

Supervisor Signature

Date