



Assistant Teacher Job Description

Position Summary:

The assistant teacher is responsible to assist the teacher in planning and implementing a Christ-centered, age appropriate curriculum to children of their classroom age. The assistant teacher also serves as a supporter of the family unit, communicating on a daily basis with family members to ensure success of the whole child- spiritual, physical, emotional, and intellectual. The assistant teacher helps the children get to different milestones at their own pace and developmental level.

Roles and Responsibilities:

The assistant teacher of Victory Early Learning Academy will be responsible for but not limited to:

- Assist in the implementation of lead teacher's weekly lesson plans
- Create a safe and welcoming environment by keeping room clean and orderly
- Keeping children safe by monitoring at all times
- Encourage exploration through well-planned centers
- Assist lead teacher in preparing developmental progress reports as needed
- Completes and reports any symptoms of child abuse to child abuse hotline and director
- Reports all staffing and classroom concerns to director or assistant director in a timely manner
- Participate in on-going in-service and educational development opportunities provided by the Agency
- Attend special events held by VELA

Qualifications and Education Requirements

- Minimum of a High School Diploma
- At least two years of experience working with children
- Active member of Bible believing church, preferably Victory Church
- Good interpersonal skills
- Good organizational skills

To be considered for this position, please send your resume and cover letter to Mary Christofis, Director, Victory Early Learning Academy at marybeth@getvictory.net.