

Mt. Hebron Presbyterian Church

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Rev. Amy Carlson, Pastor



Mt Hebron Nursery School Assistant Teacher– Position Description

Mt. Hebron Nursery School (MHNS) is a ministry of Mt. Hebron Presbyterian Church (MHPC) focused on serving the educational and socialization needs for preschool children, ages 2-5, in the community. MHNS strives to build a strong foundation marked by compassion, socialization, and a love of learning.

MHNS is looking for an experienced Preschool Assistant Teacher who has a passion for working with children. MHNS is a non-profit school that offers theme based developmentally appropriate programs designed to nurture and educate the children in all areas of development.

Educational activities for both academic skills and social and emotional development are introduced at circle time and embedded throughout the day as children learn by doing. Children interact in large group, small group and individual class activities throughout the day with a strong emphasis on language development, literacy, and math.

Responsibilities:

- Assist the teacher in conducting the daily program for a class of children, which is compatible with the philosophy and goals of the school.
- Work with the Lead Teacher to prepare materials, set up classroom and implement program.
- Share significant observable behavior and growth patterns of individual children understanding the need to work with the Lead Teacher to provide a support system.
- Assist the teacher in creating smooth transitions for children.
- Work with the teacher to meet the individual needs of each child.
- Perform monthly assigned duties of organizing closets, preparing snack and maintaining school and classroom supplies.
- Attend and participate in scheduled staff meetings
- Must be fingerprinted and background checked.

Job Type: Full Time and Part-time Positions Available for the 2024-2025 school year.

Pay: \$18.00 - \$25.00 per hour

Schedule:

Monday to Friday 8:30am to 3:30pm

Education:

- 90 hours of Early Childhood Certification.
- Earned or working towards a Level 2 MSDE credential. Required credential level must be earned within one year of hire and maintained throughout employment.

Experience:

1 year of teaching or childcare experience preferred, not required