

Tiny Treasures Preschool
A Ministry of Bay Area Chinese Bible Church



Announces an Employment Opportunity as
PRESCHOOL TEACHER'S ASSISTANT

Date: February 21, 2020

Salary: Commensurate w/ education & experience

Hours: 20 - 30 hours per week @ 5 days per week

Job Description

The Teacher Assistant must be a professing and practicing Christian and have a personal relationship with the Lord and must display a positive and Christ-like attitude. They must love and enjoy working with young children and demonstrate it. They have a professional and dignified work ethic and practices and are able to work effectively with minimal supervision. The teacher assistant must be able to advocate on behalf of young children, their families, and the profession and must be an honest, trustworthy, courteous, and reliable worker.

They regard Tiny Treasures as a ministry outreach of the church and follow the guidelines and mission statement of Bay Area Chinese Bible Church. They are passionate about working with young children and being part of a team that strives to create meaningful moments with children and their families.

Responsibilities and Qualifications

These are the basic expectations for the Teacher Assistant. Of course, creative and new ways to meet or exceed expectations are encouraged, so long as the required essential qualifications are also met.

Knowledge and Skills

- Have knowledge of developmentally appropriate methods and experience in working with children
- Familiar with Biblical histories and implement assigned activities with the children
- Must be able to take direction in work related duties and support the Lead Teacher of the classroom

Communication

- Have effective verbal and written communication skills
- Refer all pertinent information and concerns of parents, staff, and visitors to the Center Director
- When working in the class, all conversation must relate to working with the children

Classroom Assistance

- Maintain a safe and positive environment which encourages growth in all areas of development
- Maintain constant student supervise
- Engage in children's play and activities
- Coach students through social and emotional development with restorative practices
- Defer and be able to take direction from the Lead Teachers, and Center Director
- Assist children with personal care and toileting as necessary for their individual development
- Have a positive attitude and be an enthusiastic team player along with teaching staff
- Be flexible with changes in schedule or routine according to schoolwide needs
- Participate in staff meetings and trainings, and take direction from the center director, assistant director, and lead teacher in work-related duties

Obtain Employment Application on our website, BACBC.org or contact Human Resources at
wenna.wong@bacbc.org or 510-522-0200 ext. 2306
1801 North Loop Road, Alameda, CA 94502

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Confidentiality

The Teacher Assistant will practice confidentiality of all information pertaining to the child, families, and staff of Tiny Treasures Preschool. The staff confidentiality policy must apply whether staff is on-site, off-site, and off-work hours. Information shared among the teaching staff about the child and families pertain only to the health and well being of the child for optimal growth and development in the classroom. If there are major concerns about a child or his/her family in the school, staff will discreetly share it with Center Director.

Professional Development

The Teacher Assistant must be eager to learn current trends and research practices in child development applicable to the Tiny Treasures Preschool. They must have annual professional growth plans such as, taking ECE classes, attending child development workshops, upgrading their current permit, and being an active member of the early childhood community. The Teacher Assistant must be open to professional development in early childhood and receptive to current trends in child development research and implement developmentally appropriate practices to daily care and curriculum.

**Education and Experience
Required**

- Ability to lift up to 40 pounds or up to four hours per day, stand and walk up to 6 hours per day, and sit in child-size chairs and on the floor or ground
- Basic technology skills (Word, Email, etc.)

Preferred

- 6 or more units in Early Childhood Education
- 1+ years of experience in early childhood education or child development program

Application Requirements

- BACBC job application
- Current Resume
- Employment Verification from Preschool Work Experience (if applicable)
- Original College transcripts documenting degrees and classes obtained (if applicable)

Pediatric CPR & Pediatric First Aid certification

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