

Norwalk Christian Academy Position Description

Title: Assistant Childcare Provider ;Toddler/Preschool

Department: Childcare

Reports To: Corresponding department's director, coordinator or supervisor

FLSA Status: Non-Exempt

Summary: This individual will participate in the development, interaction and facilitation of children in a Christian, Biblically based and developmentally appropriate classroom. NCA will provide curriculum and support. The staff person may be asked to perform a wide variety of tasks with a wide age of children as needed or assigned.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Demonstrate an active love for God and for children
- Be able to teach and communicate the beliefs and mission of Fellowship Community Church as well as the Gospel of Jesus Christ to both employees and children/students
- Pray with coworkers, children or students who request prayer and be able to lead prayer session when requested
- Lead small group activities in numerous areas such as art, fitness, and social engagement
- Participate in snack and mealtime activities by assisting with serving food, eating with the children, cleaning up, and others as assigned
- Attend and supervise field trips, ensuring child safety and behavior is in accordance with NCA expectations
- Assist with group supervision
- Work with other team members to promote fun, health, safety and the Word of God
- Assist in planning
- Develop and maintain effective communication with children, families, and coworkers while maintaining confidentiality in a manner that would further the mission of Norwalk Christian Academy
- Provide supervision through privacy to children during all bathroom or personal hygiene routines
- Perform basic first aid to any child or staff in need
- Work toward continuous quality improvement
- Stay current with changing technology, including software programs
- Uphold, support, and promote all church policies and procedures including Fellowship Community Church's Doctrinal Statement of Faith

Qualifications: To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

Education/Experience:

- At least 18 years of age
- Letter of reference from ministry's pastor Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

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Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Standing – Approximately 1/3 to 2/3 of on-the-job time.
- Walking – Approximately 1/3 to 2/3 of on-the-job time.
- Sitting – Approximately less than 1/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately greater than 2/3 of on-the-job time.
- Climbing or balancing – Approximately less than 1/3 of on-the-job time.
- Stooping, kneeling, crouching or crawling – Approximately 1/3 to 2/3 of on-the-job time.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- Travel- May occasionally be required to attend offsite meetings, field trips and other work related events, and/or errands.
- Weight lifted/Force exerted – An average of approximately 45 pounds, less than 1/3 of on-the-job time, non-continuously.
- Vision – Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more), Peripheral vision (ability to observe an area that can be seen up and down or to the left and right, while eyes are fixed on a given point), and Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Environmental – Exposure to potentially hazardous environmental conditions may include the following:

- Outdoor weather conditions – Approximately 1/3-2/3 of on-the-job time.

Noise – Moderate-Loud noise (examples: Typical childcare center noise)

Acknowledgement:

I acknowledge this position description was reviewed with me and a copy was provided to me. I further acknowledge that I have reviewed and agree with Fellowship Community Church's Doctrinal Statement of Faith. I agree to and accept the terms and conditions and acknowledge this does not represent a contract of employment.

Employee Signature

Date

Supervisor Signature

Date