



Cornerstone Christian Academy for Learning and Leadership (CCALL) is now accepting applications for the 2022-23 Academic Year.

Job Opening: Assistant Teacher - Early Childhood Education (ECE)

The position is open until filled.

Job Summary

The person selected for this position will be responsible for the supervision, teaching and management of a group of children under the age of six years old.

Qualifications

Education, experience, and enthusiasm will qualify the person for this position. A degree in Early Childhood Education or a Child Development Associate Credential is preferred; course work is required. This person must be at least 18 years of age, must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to follow the Procedures and Policies of Cornerstone Academy for Learning and Leadership (CALL).

Summary of Essential Job Functions

Responsibilities will include, but not be limited to the following:

- Implement and supervise appropriate curriculum as set forth by the Lead Teacher which is in accordance with the philosophy of Cornerstone Christian School.
- Must be able to manage a classroom in the absence of a Lead Teacher.
- Provide support for Lead Teachers.
- Constant and consistent supervision of children in a positive style of teaching and training.
- Prepare the learning environment with the needed materials and supplies and provide a clean and clutter free learning environment.
- Adapt teaching methods and instructional material to meet students' varying ages, needs and interests.
- Observe, record, and report on individual and group behaviors and injuries.
- Assume a share of the housekeeping responsibilities.
- Attend all staff meetings and events at Cornerstone Christian School.
- Maintain professional conduct, attitude, appearance, and loyalty at all times; treat all people with respect and dignity.
- Must be able to lift up to forty-five pounds multiple times throughout the work day

Assistant Teacher Duties

Duties will include, but not be limited to the following:

Curriculum

- Implement lesson activities according to the curriculum outline.
- Follow weekly lesson plans and schedule of daily activities in designated areas.
- Use Modern Manuscript writing style.

Environment

- Prepare supplies needed for daily lessons.
- Keep room and paperwork orderly.

Behavior Management

- Adhere to the ECE Behavioral Policy.
- Report any behavioral issues to the Lead Teacher immediately.

Supervision

- Strictly uphold the teacher-to-child ratio in each classroom.

Parent Relations

- Monthly, help prepare the classroom Parent Board created by the Lead Teacher which will include: news of interest, curriculum, special themes, and personal notes. All flyers and letters need to be reviewed by ECE Director prior to distribution. The Parent Board and its components should appear professional.

Professionalism and Christian Conduct.

- Provide example of professionalism and Christian life in all areas.
- Follow the dress code as put forth in the Employee Handbook.
- Attend monthly staff meetings.
- Meet the STARS and licensing requirements annually.

Mission Statement

Cornerstone's mission is to partner with parents to teach the truth of God's Word and to inspire students to pursue excellence spiritually, academically, relationally, and physically while equipping them for a lifetime of service to Jesus Christ.

Please send an application to Olivia Alexander at oalexander@ccak12.net.