



8815 NE Glisan Street  
Portland, OR 97220  
503.252.1426  
JoyCentral.com

## POSITION DESCRIPTION

**Job Title:** Assistant Teacher

**Reports to:** Directly to Assistant Director,  
Indirectly to Teacher

**FTE:** Full-time or Part-time

**Compensation:** Starts at Oregon Minimum Wage and increases with good work performance. For full time employees, dental benefits available and additional stipend to purchase medical benefits.

**Job Summary:** Assist in implementing the daily program in children's classes under the direction of the teacher. Attend required trainings and designated Joy Central events.

### Qualifications:

#### *Spiritual*

1. Received Jesus Christ as his/her personal Savior
2. Believe that the Bible is God's Word and is the standard for faith and daily living
3. Christian role model in attitude, speech, and actions toward others (Implicit in the term "Christian" are moral standards all staff are expected to meet in their personal and private lives.)
4. Regularly attend a local, evangelical church
5. Wholehearted agreement with essential elements Central Bible Church's Doctrinal Statement and Joy Central's Purpose Statement, Vision Statement, and Philosophy
6. Ability to speak with others about faith, Christianity, and godly principles

#### *Physical*

1. Ability to observe, hear, and respond to the needs of children and to emergencies or conflicts that might arise in a classroom, on the playground, or in common areas.
2. Ability to lift children of up to fifty pounds from the floor to waist high ten to fifteen times a day; to crouch to a child's height and maintain eye contact at a child's level; to sit on the floor; to stand tall enough to reach children who are on play equipment
3. Ability to communicate orally and in writing in the English language
4. Confidence to care for up to 15 children alone and to handle the stress, tension, and exasperation of daily contact with staff members, parents, and children.



**Description of Duties:**

1. Assist in implementing the daily program under the direction of the teacher
2. Treat all children with dignity and respect. Follow Joy Central's basic discipline policy and take initiative to clearly communicate discipline concerns to the classroom Teacher
3. Give input in children's ongoing social, emotional, creative, spiritual, cognitive, and physical evaluations. Assist teacher in preparing formal evaluations two times each year
4. Fulfill responsibilities and procedures as presented in the Operating Handbook
5. Establish a positive liaison with families. This duty includes making daily contact with parents as well as attending specific events and meetings: e.g., Meet-Your-Teacher Day, Back-to-School Night, open house, conferences.
6. Initiate conversations with families about faith, Christianity, and the relevance of godly principles
7. Attend all required staff meetings and training sessions
8. Provide break coverage, as needed
9. Fulfill ongoing training requirements outlined by the Oregon Employment Department, Child Care Division
10. Maintain current infant/child CPR and first-aid certification and food handler's certificate
11. Other duties as assigned

---

Employee's Name

Date

---

Supervisors' Name

Date