DMCS
DES MOINES CHRISTIAN SCHOOLS

Early Education Associate Job Description

Purpose of Position: The Early Education Associate fulfills the mission of Des Moines Christian School by equipping the minds and nurturing the hearts of our youngest learners. Associates work as part of a classroom team committed to engaging children and fostering an environment where children can flourish in developing a strong spiritual, social-emotional, and academic foundation.

Position:

- Full-time, year round
- Hourly, at will employee

Reports To: Early Education Director
Evaluated By: Early Education Director

Qualifications:

- High School Diploma or GED required.
- Experience in early education is preferred.
- Must be at least 18 years old.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- Must be able to pass child abuse and background check.
- Various training prior to or able to obtain after hire: First Aid/CPR, Mandatory Child Abuse. Reporting, Universal Precautions, Child Care Essential Pre-Service Training.
- Must be physically able to lift a minimum of 25 pounds, and work indoors or outdoors.
- Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.

Professional Profile:

- Committed to the mission of DMC: *Equipping minds and nurturing hearts to impact the world for Christ.*
- A teacher and learner at heart who loves students of all ages and exudes enthusiasm for shepherding the growth of children.
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem-solving skills.
- Demonstrates effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Demonstrates excellence in customer service skills.
- Demonstrated ability to work collaboratively as a part of a team.

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Responsibilities:

Instruction and Classroom Management

- Follows DMCS programming standards for Early Education excellence.
- Creates a safe, inviting, and nurturing environment for the children
- Supports the planning and preparation for instruction following DMCS approved curriculum.
- Records accurate and timely child records and assessment data.
- Integrates Biblical truth into all classroom learning.
- Uses strategies to deliver instruction that meets the unique needs of each child.
- Demonstrates competence in classroom management using positive discipline techniques.
- Collaborates with team in developing classroom plans and goals.
- Participates in meal/snack activities by assisting with preparing and serving food, eating with the children and cleaning up after.
- Models appropriate behaviors and provide feedback.
- Meets all applicable licensing regulations and QRS guidelines.

Communication & Relationship Building

- Maintains clear and consistent communication with room team to provide a seamless schedule and staff transitions throughout the day.
- Promotes a welcoming classroom setting that encourages parent participation.
- Partners and communicates with parents, with a shared desire to provide the best care and education for their children.
- Cultivates positive relationships with families, teachers, state licensing authorities and community contacts.

Other

- Serves others by enhancing the community at DMCS through active participation in school events including but not limited to family fun nights and open houses.
- Attends staff meetings and completes professional development requirements.
- All other duties as assigned.