



# CHRIST LUTHERAN CHURCH & SCHOOL

H U N T I N G T O N B E A C H

Job Title: Preschool Teacher Assistant

Reports To: Preschool Director

Location: Costa Mesa, CA

Position Type: Full-Time

## Job Summary

Christ Lutheran Church and School is seeking a warm, cooperative, and dedicated Preschool Teacher Assistant. In this role, you will work hand-in-hand with the Lead Teacher to support daily classroom activities, supervise students, and foster a safe, positive environment where young children can thrive. We are looking for someone with a genuine love for working with kids and a desire to contribute positively to our school community.

## Key Responsibilities

- **Classroom Support & Collaboration:** Assist the Lead Teacher in executing daily lessons, developing weekly plans, and setting up an engaging, organized classroom environment (including decorations and bulletin boards).
- **Child Care & Supervision:** Provide day-to-day supervision and support to students. Focus on developing positive relationships with each child to promote self-esteem and self-discipline.
- **Progress Tracking:** Help create and maintain individual student portfolios—including artwork, handwriting samples, and photos—to showcase growth at the end of the year.
- **Family & Team Communication:** Build positive relationships with families and maintain close communication with the Lead Teacher regarding student progress or concerns.
- **Safety & Operations:** Help maintain a clean, safe facility, execute emergency procedures, and adhere to school handbook policies.

## Qualifications

- **Faith & Ministry:** Holds a growing personal Christian faith and views working within the school community as a meaningful spiritual calling.
- **Education:** Possesses at least 6 Early Childhood Education (ECE) units (approved by the director).
- **Certifications, Training & Health:** \* Current CPR and First Aid Certification.
  - Up-to-date Immunization Records and TB Test on file.

- Required training in Mandated Reporting, Pest Management, and Harassment Prevention (to be completed electronically).
- **Background Clearance:** Must successfully pass a LIVESCAN background check.
- **Core Competencies:**
  - A deep desire to work with children, characterized by patience, warmth, and dependability.
  - Strong verbal/written communication skills and a cooperative team-player attitude.
  - Initiative to problem-solve and excellent follow-through.
  - Professional personal appearance.

### Physical & Mental Demands

- Ability to regularly sit, walk, stand, and lift up to 30 pounds unaided.
- Ability to maintain high levels of concentration and manage multiple concurrent tasks with frequent interruptions.