



Love working with children?

Birmingham First: A United Methodist Church

1589 West Maple Rd. · Birmingham, MI. · 48009 · 248-646-1200

Job Title: Assistant Teacher 2-year-old classrooms

Position Type: Part time Monday, Wednesday, Friday 8:45-12:30

Part time Monday, Tuesday, Thursday, Friday 8:30-12:30

Direct Report: Preschool Director

Role: To support the Lead teacher while providing a developmentally appropriate, play-based, Christian environment for children.

Duties/Expectations:

- Plan, prepare and implement developmentally appropriate lessons and activities for children with teaching team guided by the HighScope Curriculum
- Create and maintain an inviting, stimulating, peaceful classroom environment for children with a teaching team
- Assist with diapering/bathroom needs, set-up and clean-up activities, and tend to emotional/social needs of toddlers.
- Arrive 30 minutes prior to start time to prepare room for children
- Stay approximately 30 minutes after morning classes are released to clean up and prepare classrooms for the next day. In addition, all morning staff will remain to assist with the transition from morning to afternoon programming
- Participate in regular staff meetings and lesson planning meetings
- Complete and document CPR, First Aid and Early Childhood Development workshops to fulfill the state training requirements

Skills/Qualifications:

- Associate's degree or CDA in Early Childhood Education preferred but not mandatory
- The ability to build and maintain positive working relationships with staff, children and families
- Experience working with toddler-aged children
- An understanding of child development
- Embodies compassion, patience and understanding
- Loves children
- Demonstrates a positive and flexible attitude
- Respects and supports coworkers' ideas and methods

Interested candidate's please reach out to: Megan Korzeniewski, Director First Kids Preschool,
mkorzeniewski@fumcbirmingham.org, 248 – 646-1200 ext. 3154