

SU CASA PRESCHOOL: PART-TIME CAREGIVER

Position Summary

The part-time caregiver is responsible for caring for and nurturing a mixed group of our children, floating from classroom to classroom. The caregiver floats between classrooms as needed, providing coverage to maintain ratio while the main teachers are out on their lunch breaks or during planning times. The caregiver remains engaged with the children during all parts of the daily routine. Caregivers should expect to: spend time on the floor, pick up and hold babies, change diapers or aid in patiently toilet training, respond with love and tenderness to the child's big emotions, join in big body movements in athletic and outdoor play, sing and dance with children, and remain flexible with activities. This position requires energy, patience, the ability to respond quickly and anticipate needs, and routine. The caregiver reports directly to the preschool program manager.

Schedule

- Part time: 20-29 hours
 - Monday through Friday, differing shifts as needed.
 - A 15-minute break is given for shifts of 6 hours or more.
- Other hours
 - Su Casa Family Ministries events are required outside of the normal schedule, as noted on the calendar. (approx. 4 hours per event)
- Starting hourly pay: \$15/hour

Education and Experience

- HighSchool diploma or GED
- Experience with children– babysitting, church childcare, nannying, summer camp, daycare experience.

Skills and/or Attributes

- Native speakers of English or Spanish.
 - Preference given to staff who are able to communicate in both languages.
- Comfortable working in a multilingual environment; everyone works in a room with both English and Spanish speakers.
- Physically able to handle the demands of young children, including lifting children or objects, pushing multi-child strollers, active play time, sitting on floor, crawling, getting up and down quickly, etc.
- Professional demeanor:
 - Able to handle confidential information, communicate effectively, and respectfully

- Teachable demeanor:
 - Flexible, willing to learn new skills, problem solver, able to prioritize task, willing to admit error and ask for help
- Servant-hearted demeanor:
 - Actively working in a Christian environment; teachers share prayer time as a staff and with students, lead Bible classes for students, and promote a Gospel-centered focus in the classroom.
 - Team player, shows initiative, willingness to go above the written duties as needed, strong work ethic, works well with others, lives into SCP values
- Computer skills; the ability to learn and utilize our teacher software program–Kaymbu

Overview of Responsibilities

Classroom Management and Teaching

- a. Create a safe space conducive to learning.
- b. Aid in implementing the HighScope curriculum as provided by the teachers.
- c. Follow the leadership of the teachers and support the classroom routines proactively.
- d. Remain engaged with the students at all times, joining in the activities
- e. Help maintain the classroom environment by keeping things orderly and clean.

Parent Communication

- a. Welcome parents during drop off and pick up.
- b. Support open, ongoing communication and feedback with parents via Kaymbu
- c. Participate in parent activities and events provided by SCP.
- d. Communicate with respect to all parents, students, and staff.

Co-Teacher Communication

- a. Work professionally and respectfully alongside other teachers, sharing ideas and support.
- b. Attend and participate in caregiver training sessions.

Evaluation and Assessment

- a. Conduct daily student observations “Moments” aligned with HighScope.
- b. Input “Moments” into Kaymbu (teacher software).
- c. Receive and implement feedback from the directors and coaches.

Policies and Procedures

- a. Report any concerns or problems, including child abuse, to the directors.
- b. Follow appropriate health and safety guidelines.

- c. Complete all required documentation and paperwork before the deadlines provided.

Su Casa Mission and Team

- a. Maintain a professional work environment.
- b. Engage in a manner consistent with SCP values at all times.
- c. Show a willingness to self-reflect, give and receive feedback, look for growth opportunities, and improve self and SCP.
- d. Support the mission and values of SCP, including the Statement of Faith.
- e. Show flexibility and a team spirit when asked to assist in other duties outside of the normal job description. As a small non-profit ministry, this happens frequently!