



MANHEIM BIC CHURCH

MBIC Preschool Classroom Assistant

Ministry Description, rev. 7/26

Position Title: MBIC Preschool Assistant | MBIC

MBIC Preschool: We recognize the unique gifts of each young Preschool Student and are committed to nurturing young minds and hearts.

We focus on building a strong academic foundation while fostering confidence, social-emotional growth, and a love for learning.

Rooted in biblical truth, we aim to inspire curiosity and cultivate meaningful relationships in a supportive, faith-based environment.

Job Summary: MBIC Preschool operates from the first week of September to the first week of May. Full-day hours are typically 8:15 a.m.–2:45 p.m. (students in class 9:00–2:30). Half-day hours are 8:15 a.m.–11:45 p.m. (students in class 9:00–11:30).

Each assistant provides assistance to the teacher in a classroom of up to 12 students. A Preschool Director on site daily to support all teachers.

The MBIC Preschool is a ministry of the Manheim BIC church.

Current Openings:

- **Full Day Assistant** - PreK Class (MWF)
- **Full Day Assistant** - PreK Class (TuTh)

Responsibilities:

Classroom

1. Prepare the room before students arrive, as well as at the end of the school day
2. Provide a welcoming atmosphere as the children arrive for the school day
3. Use positive behavior management strategies and support the teacher in the strategy chosen.
4. Ensure the safety and security of each student through filing accident reports, applying first aid, and following emergency procedures

Instruction

1. Step into the teacher role and follow lesson plans in a teacher's absence

Teaching Team

1. Attend staff meetings monthly (come prepared with ideas and questions)

2. Works well with a teacher alongside you at all times and follows through with instructions given to help classroom/lessons run smoothly

Key Competencies

1. Ability to serve as a spiritual role model by demonstrating a commitment to Christ and spiritual maturity
2. Teaching background & classroom experience
3. Passionate for developing programming that facilitates the social, educational, and faith development of each student
4. Works well with others
5. Cares for each student's family connections in a way that encourages and equips parents and guardians
6. All required FBI, State Police, and Child Abuse clearances must be completed and up-to-date.
7. Supportive of Preschool Staff with a passion to see MBIC Preschool Ministries succeed

Reporting Relationships

The Preschool Director will be the primary supervisor of this role.

Send Resume & Cover Letter to:

Stephanie Huber, Director
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