

Job Title: BECA Teacher Assistant

BECA – Bethel Early Childhood Assistant at Bethel UMC

To apply for this position, please send resume to Lynn Morris, BECA Director at 5252 W. 52nd Street, Indianapolis IN 46254. To call the BECA Office 317-293-1555. Email: beca@bethelumc.info

The Mission of Bethel UMC We are a God-Led, Christ-centered, Spirit-empowered, People-focused, and Praying Church whose missions is to help others find Jesus Christ as their Lord and Savior and to help its members grow in discipleship and love of our Lord.

Summary: This position is responsible for assisting and supporting the classroom teacher in accordance with the mission, purpose and philosophy of BECA. This individual should demonstrate a knowledge of and commitment to early childhood developmental education and view this position as a ministry of Bethel Umc promoting the spiritual development of children and families.

Hours: Vary, Part Time and Full Time Positions depending on need

Salary: – starting at \$10.25, dependent on education and experience.

Education and/or Experience: Experience in assisting within an early childhood educational program and knowledge of Bethel Church and the policies of the United Methodist Church are desired. Associates Degree, CDA or equivalent preferred.

Duties and Responsibilities of BECA Teacher Assistant:

1. Actively prays for our children and our program.
2. Works with teacher to instruct children in activities designed to promote social, physical, intellectual and spiritual growth.
3. Plans and leads activities as requested in partnership with lead teacher.
4. Prepares classroom set-up, décor, crafts and activities as guided by the teacher.
5. Interacts with and encourages children.
6. Organizes supplies, toys and equipment.
7. Assists in preparing for Parent/Teacher conferences as needed.
8. Aids in enforcing rules for behavior and procedures for maintaining order.
9. Provides direction to substitutes and volunteers.
10. Be personally accountable to assure the safety and security of the children in your care.
11. Maintains open communication with the teacher and director and attends meetings as needed.