



**Open Position:** Preschool Assistant

**Start Date:** Ideally begins January 2024 through May 31, 2024. Opportunity to continue in summer and/or beginning again September 2024

**Hours:** minimum T/W/Th 11:30-3:30, additional day hours and Monday/Friday hours available

**Qualifications:** Ideal candidate would meet requirements of Assistant Teacher through Minnesota DHS: [https://mn.gov/dhs/assets/PersonnelInformationForm\(PIF\)\\_tcm1053-324811.pdf](https://mn.gov/dhs/assets/PersonnelInformationForm(PIF)_tcm1053-324811.pdf). Work history with a Montessori program or 2+ years working in traditional early childhood setting preferred.

House of Prayer Preschool (HoPP, a program of House of Prayer Church) has been providing preschool programming since 1966. We recently expanded our offerings to full time Montessori preschool and childcare. We are a small, one-room school, serving families in Richfield and surrounding areas. The ideal candidate for this position will have positive and professional communication skills, sensitivity to children and their unique needs, and ability to take direction and also work independently. Must pass background check and be CPR/First Aid certified (current or within 90 days of hire), and complete paid safety training.

Basic Duties of the Assistant shall include, but shall not necessarily be limited to the following:

- Assist the Teacher with the care and maintenance of classroom materials, i.e., maintaining an orderly environment and keeping classroom materials stocked as needed.
- Repairs material and equipment, as necessary or directed.
- Phrases directive positively when speaking with the children.
- Supervises classroom as directed by the Teacher. This includes recess, lunchtime, and rest time.
- Shares the responsibility of the safety and physical well-being of the children at all times.
- Reports all accidents/incidents at once.
- Helps supervise children in the execution of fire and tornado drills.
- Attends meetings and in-services as requested.
- Establishes positive relationships with children, which, while recognizing the differing roles of adult and child, are characterized by mutual respect and goodwill.
- Helps maintain an environment that meets or exceeds state health, fire, and childcare requirements.
- Notifies Director immediately of personal or professional difficulties with children, parents, or staff.
- Protects the peace and privacy of the children at work.
- Is self-aware and self-monitoring.
- Models integrity, curiosity, responsibility, creativity, and respect for all persons.

Please send letter of interest and resume to:

**Nicole Olson, Director, HoP Preschool**  
7625 Chicago Ave S, Richfield, MN 55423, [nolson@hoplc.org](mailto:nolson@hoplc.org)