



Dear Friend,

Thank you for considering the Rehoboth Early Childhood Center, a part of Rehoboth Christian School, as a place of employment. Rehoboth is a beautifully diverse community that serves Gallup and the surrounding communities. We believe that each person in each department plays a crucial role in fulfilling the mission of the Rehoboth Early Childhood Center and in the development of our youngest students.

Rehoboth Early Childhood Center offers a warm, accepting atmosphere in which the whole child and their family can grow - emotionally, socially, creatively, intellectually, and physically.

If you think you would like to be part of the Rehoboth Early Childhood Center team where you could contribute and learn, we hope you fill out an application. If you want to talk more after you have read the job description, reach out to us by calling (505) 726.9613 or emailing the PreK Director, Nicole Steiger at: nsteiger@rcsnm.org

We welcome anyone interested in working with young children regardless of whether you currently hold a degree in early childhood education. To get started in working with us, you will need to be able to pass a background check and fingerprinting but we will guide you through the process. If making a difference in the lives of our youngest students at Rehoboth, we invite you to apply to join our team!

Thank you for your interest,

Bob Jppel

Executive Director
Rehoboth Christian School



Position Description
PreK/Early PreK Lunch Assistant
Part time

Purpose: PreK/Early PreK Lunch Assistant is responsible for setting the table in at least one classroom, serving lunch, washing dishes in at least one classroom, sanitizing the dishes, putting away the dishes and assisting with Rest Time and Centers.

Report To: PreK Lead Teacher/PreK Director

Terms of Employment: Part time position Monday through Friday, hours determined at the beginning of each school year with the PreK Director

Qualifications:

1. Experience in working with young children is desired.
2. Able to relate well to and have a love for very young children.
3. Able to use positive guidance that is appropriate for early childhood students.
4. Able to develop rapport and work well with parents.
5. Skilled in following directions given by Lead Teacher or Educational Assistant.
6. Able to work well with other adults as a team player and under the direction of the Pre K/Early PreK Lead Teacher or Educational Assistant.
7. Demonstrates excellent communication skills.
8. Hold a valid Food Handlers Permit.

Responsibilities:

1. PreK/Early PreK Lunch Assistant is responsible for setting the table in at least one classroom, serving the lunch, washing dishes in at least one classroom, sanitizing the dishes, putting away the dishes and assisting with Rest Time and Centers, and any other duties as assigned.
2. Under the general supervision of the Lead Teacher/Director, the Lunch Assistant assists students on an individual basis and in small groups. Follows well defined guidelines, policies and written procedures. Exercises patience, tolerance and objectivity when working with individuals or groups of children. Uses judgment to determine children's needs and when to seek assistance from the Lead Teacher/Director or other staff.
3. Integrate sound values, teachings, and perspectives into all aspects of the PreK/Early PreK program.
4. Responsible for carrying out the policies and procedures as stated in the Pre K/Early PreK handbook as instructed by the Lead Teacher/Director.
5. Participate in professional development opportunities as available, appropriate and required.
6. Duties as otherwise assigned.