



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) 863-4412 or emailing [ehannink@rcsnm.org](mailto:ehannink@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 Educational Assistant**  
**School year**

**Purpose:** PreK/Early PreK Educational Assistant is responsible for assisting the Lead Teacher / Director in providing an effective learning environment that enables students to develop and achieve their greatest potential.

**Report To:** PreK Lead Teacher/PreK Director

**Terms of Employment:** School year position based on 7 hours a day, 35 - 40 hours a week, 185 days per year. Calendar schedule to be determined by supervisor.

**Qualifications:**

1. Committed to education and Rehoboth Christian School.
2. Experience in working with young children desired.
3. Coursework in Child Development / Early Childhood Education or a related field preferred.
4. Able to relate well to and have a love for very young children.
5. Able to use positive discipline that is appropriate for early childhood students.
6. Able to develop rapport and work well with families.
7. Skilled in carrying out plans and lessons designed by the PreK/Early PreK Lead Teacher.
8. Congenial; able to work well with other adults (a team player) and under the direction of the Pre K/Early PreK Lead Teacher.
9. Demonstrates a positive posture in promoting and growing the early childhood program. Demonstrate excellent communication skills.
10. Ability to speak / understand Navajo is desired.

**Responsibilities:**

1. Under the direction of the Teacher/Director/ the PreK/Early PreK Educational Assistant will prepare activities, provide instruction and supervise the students and maintain program standards.
2. Under the general supervision of the teacher/director, the PreK/Early PreK Educational Assistant performs duties such as preparing materials, assisting 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 and 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. Meet periodically with Early Childhood staff and when appropriate with Rehoboth Staff.
5. The PreK Educational Assistant may be called upon at times to provide whole class instruction as designed by the Lead Teacher / Director when the Lead Teacher is

- indisposed or when the Lead Teacher is out for the day.
6. Communicate effectively with families at appropriate times.
  7. Support public presentations by PreK/Early PreK students which may happen after school or evenings at times
  8. Responsible for carrying out the policies and procedures as stated in the RECC Staff Handbook.
  9. Participate in professional development opportunities as available, appropriate and required.
  10. The PreK/Early PreK Educational Assistant will take 6 credit hours per year towards the completion of an Associate's degree in early childhood education if one is not already held. This item must be met while the RECC continues to receive funding from the NM PreK grant.
  11. Duties as otherwise assigned.

*Updated: December 2021*