

Job Title: Preschool Teacher's Aide – The Learning Tree

Reports To: Classroom Teacher

Status: Part-Time, Salaried (Non-Exempt)

Hours: Approximately 18 hours per week (MWF)

Compensation: \$8,000 annually



Overview

The Learning Tree is a ministry of St. Paul United Methodist Church in Muskogee, Oklahoma, offering a 15-hour weekly preschool program for children ages 2–4. In alignment with the church's mission "*To Reach People for Christ and Develop Deeply Committed Christians,*" The Learning Tree provides a nurturing and educational environment for young children. We are seeking a dependable and compassionate **Teacher's Aide** to assist in the classroom and support the daily work of our preschool teachers.

Primary Responsibilities

- Assist the classroom teacher in implementing lessons, activities, and routines
- Provide direct care and support for children during learning, play, meals, and transitions
- Help maintain a safe, clean, and engaging classroom environment
- Participate in classroom setup, cleanup, and preparation of materials
- Observe and support children's individual needs under the guidance of the teacher
- Help model positive behavior, cooperation, and kindness
- Maintain confidentiality and professionalism in all interactions
- Support the values and mission of St. Paul United Methodist Church

Qualifications

- Experience working with young children preferred, but not required
- Patience, flexibility, and a nurturing demeanor
- Ability to take direction and work collaboratively with teaching staff
- Willingness to grow in understanding of child development and classroom support
- Reliability and a strong sense of responsibility
- Background check and child safety training required prior to employment

Work Schedule

- **Monday, Wednesday, Friday:** 6 hours per day
 - 5 hours classroom support
 - 1 hour prep/cleanup assistance

Work Environment

As part of a church-based preschool, the Teacher's Aide plays a vital role in fostering a loving and developmentally appropriate atmosphere for our children. This position supports both the educational and faith-based mission of The Learning Tree and St. Paul United Methodist Church.