



First Unitarian Universalist Society of San Francisco
1187 Franklin Street
San Francisco, CA 94109
www.uusf.org

Title: Pre-K Assistant Teacher for Sunday School Program

Position Description

This part-time non-exempt staff member reports to the Minister of Congregational Life. The Assistant Pre-K Teacher provides safe, welcoming, developmentally appropriate care for infants and toddlers (up to age 5) during Sunday morning services, and may include additional hours during other church activities, including but not limited to meetings, and special all-church events. Ensure a safe environment for children and allow parents to participate fully in church life.

Work Schedule

Sundays 10:00-12:30 on-site. One Sunday off a month. Additional opportunities to provide childcare for special events which staff decide based on their schedule.

Pay Rate and Benefits

Hourly Rate: \$24.72

No paid vacation leave, holiday allowances, nor health, or dental insurance are provided. Sick Leave is accrued at 1 hour for every 30 hours worked.

Applicable Personnel Policies

This non-exempt position is subject to UUSF Personnel policies for part-time employees as outlined in the current UUSF Employee Handbook.

Qualifications and Skills

- Over two year's experience in a teaching/class-room environment (volunteer or paid)
- Demonstrate two years experience as a caregiver of children ages 0-5 years
- Understanding of child development and age appropriate activities
- Knowledge of basic of child safety and welfare
- Show a track record of reliability and effective communication with children, co-workers, supervisors and families.
- Work in a team with other staff and volunteers
- Understand and respect principles of Unitarian Universalism, found at www.uua.org
- Lift/carry 40 pounds.
- Walk up one flight of stairs to the classroom
- Pass both a State and National Criminal Background Check
- Complete TB/Health Clearance
- Current First Aid/CPR Certification
- Well organized and reliable

Job Duties

- Assists with operations and programming for Pre-K Sunday School class (ages 0-5).
Duties include:
 - Organize class activities and prepare classroom, including set-up and breakdown
 - Ensure volunteers and assistants keep children are safe and cared for
 - Welcome children and parents
 - Have parents sign children in/out on a sign-in sheet.
 - Consult with parents regarding the child's health history, allergies, and any other concerns regarding the child's well being while in the care of the nursery.
 - Toileting and diapering
 - With regard to safety and discipline, caregivers will:
 - Use positive language to direct or redirect children.
 - Refrain from physical discipline or punishment.
 - Maintain a space that is physically and emotionally safe for all children and caregivers.
 - Communicate concerns, if any, to parents upon pick-up.
 - Report concerns, problems, accidents, or suggestions to the Lead Pre-K Teacher immediately.
 - Pick-up toys and clean nursery space prior to departing; report any concerns to the Lead Pre-K Teacher
 - Conduct classroom inventory checks and inform Lead Pre-K Teacher when supplies/equipment are needed or are in disrepair.
- Follow a class schedule that includes circle time, story time, and playtime.
- Provide care for additional meetings or events as needed.
- Other RE Pre-K duties as assigned

UUSF is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

If interested, please send cover letter and resume to Rev. Laura Shennum at lshennum@uusf.org