

## **About Us:**

Mount Olivet Child Learning Center is a faith based child care facility operated as a ministry of Mount Olivet Lutheran Church of Plymouth dedicated to the education of the children under our care.

## **About the Position:**

Key Roles Include:

- Teaching in the Pre-Kindergarten classroom one day each week.
- Providing Prep & Planning Time for classroom teachers.
- Becoming familiar with the High Scope curriculum.
- Supporting staff and families; many families look to this person as their “constant point of contact” during their time at MOCLC.
- Stepping in for absent teachers due to vacation, illness or personal leave.
- Providing daily operational support: assisting with supplies, special projects, lunch breaks and snack/lunches.
- Some supply maintenance and inventory.
- Attendance and participation at staff meetings and other MOCLC events.

As a consistent presence in our program, the Program Support Specialist will hold Early Childhood Education in the highest regard. This individual will be highly adaptable and flexible. This employee will strive for excellence in education while fostering a grace filled community. S/He will demonstrate a passion for learning and building community. Multi-classroom teaching is distinctly different from specializing in one specific age group and is regarded with the utmost respect. This position is an additional team member to each classroom teaching team. Fellow team members look to the person in this position to be aware of what’s going on in the center as a whole.

Although this description is specific, it is not exhaustive. Mount Olivet Child Learning Center hopes that as time goes on, the individual serving in this role will make this

position their own, meeting expectations through personal passions, gifts and abilities.  
As our mission declares: Faith. Education. Partnership.

**Requirements:**

An eligible candidate must qualify as a teacher under MN DHS Rule 3 requirements.

**How to Apply:**

Please send cover letter and resume to Deb Borg, Business Administer, at  
[debborg@mtolivet-plymouth.org](mailto:debborg@mtolivet-plymouth.org)