

City Kids Teacher's Assistant – Job Description

Job Description

REPORTS TO: City Kids Director

MINISTRY AREA: City Kids (Elementary) – Sunday Morning Worship

COMPENSATION: 50-70/per Sunday, no benefits

HOURS: Sunday mornings, 9:30am–11:30am (with direct classroom support during the 9:30am service). Occasional special worship services or events as needed/available.

LOCATION: Cityview United Methodist Church (near Grandview)

ROLE SUMMARY

The City Kids Teacher's Assistant supports neurodiverse learners within Cityview's Kids' Ministry by providing individualized and small-group assistance that enables children to participate fully in Sunday morning programming. Working in collaboration with lead teachers, volunteers, and families, this role helps create a safe, welcoming, and inclusive environment where every child can grow in faith and experience God's love.

SERVANT PROFILE

The following characteristics will be helpful to successfully serve in this role in keeping with Cityview's mission and values:

- **Spiritual Gifts:** Helps, compassion, encouragement, teaching
- **Heart:** Love for children, commitment to inclusion, patience, desire to help every child thrive
- **Abilities:** Strong communication, adaptability, problem-solving, emotional awareness, teamwork, calm presence in dynamic environments

QUALIFICATIONS

- 18 years of age or older
- Experience and/or training working with neurodiverse learners (including autism, ADHD, learning differences, or sensory needs) in educational, clinical, or ministry settings
- Understanding of sensory needs, positive behavior-support strategies, and developmentally appropriate practices
- Ability to work collaboratively with volunteers, staff, and families
- Dependability and consistency
- Polite, respectful, and welcoming to all children and caregivers
- Ability to pass background checks in accordance with Cityview's Safe Sanctuary policies

Preferred but Not Required:

- Degree or coursework in Special Education, Child Development, or a related field

RESPONSIBILITIES

- Provide direct support to neurodiverse learners to help them engage meaningfully in classroom activities
- Assist lead volunteer teachers with classroom management, transitions, and routines
- Help adapt lessons, activities, and materials to meet individual learning and sensory needs
- Use positive behavior-support strategies to foster a structured, encouraging environment
- Support emotional regulation and participation during group and individual activities
- Communicate appropriately with parents, caregivers, and ministry staff to ensure consistency and understanding of each child's needs
- Maintain a safe, clean, and welcoming classroom environment
- Complete required training and orientation with the City Kids Director
- Uphold Cityview Church's Safe Sanctuary policies at all times