



*Living Stones Academy is a Christ-centered school committed to **inspiring** students to advance God's Kingdom; **equipping** them to embrace diversity with particular emphasis on its cultural, economic, and racial forms; and **empowering** them to love others and pursue Shalom.*

Early Childhood Aide - Job Description

A. Purpose

The Early Childhood Aide serves to assist the Lead (Pre-K and/or Preschool) Teachers in the functioning of the class. We are seeking a PreK Aide who is enthusiastic about Christ-centered education and has a passion for working with young children from diverse backgrounds.

B. Job Requirements and Responsibilities

Must have a high school diploma or GED and experience working with children of preschool age. This individual must exhibit a genuine, nurturing, caring attitude to all children.

Must be able to do the following:

1. Model Christ-like behavior both in and outside of the classroom.
2. Communicate effectively, both orally and in writing.
3. Work cooperatively with the Lead Teacher(s) as a team, to encourage the active participation of all students in the program.
4. Physically interact with the children, including bending, kneeling, sitting on the floor, lifting up to 40 pounds, climbing and walking.
5. Assist the Lead Teacher(s) in setting up and maintaining a safe, clean, learning environment and in assuring the well-being and safety of the children in his/her care.
6. Assist Lead Teacher(s) in managing classroom behaviors/implementing behavior plans.
7. Maintain a calm demeanor when interacting with students with behavioral challenges.
8. Assist Lead Teacher(s) in imparting classroom instruction based on predefined curriculum.
9. Assume responsibility for classroom management during the Lead Teacher's absence.
10. Record any important observations regarding student development, illness, or injury, and ensure pertinent details are communicated to the Lead Teachers.
11. Protect all children from physical punishment or verbal abuse by anyone in any program activity, immediately reporting any such incident to Lead Teacher(s) or persons in charge.
12. Attend training opportunities provided by other agencies as recommended by the Lead Teacher(s) or Early Childhood Director.

C. Nature of Work

Hours of work and schedule are determined on an annual basis, based upon program needs and availability of funds.

D. Job Classification and Compensation

This is a non-exempt position, meaning that it is not exempt from the hourly wage and labor laws. **Schedule:** 24 hours (3 days)/week Monday through Friday, 7:15am-3:15pm, mid-August to Early June.