



We are a neighborhood Christian school committed to inspiring the minds and hearts of our students; equipping them to embrace cultural, economic, and racial diversity; and empowering them to love and serve in community.

Early Childhood Aide (Part Time Tu/Th) - Job Description

A. Purpose

The Early Childhood (PreK) Aide serves to assist the Lead 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 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 Teachers 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 the Lead Teachers in managing classroom behaviors and implementing behavior plans.
7. Maintain a calm demeanor when interacting with students with behavioral challenges.
8. Assist the Lead Teachers in imparting classroom instruction based on predefined curriculum.
9. Assume responsibility for the management of the classroom during the Lead Teacher's absence.
10. Record any important observations regarding student development, illness, or injury, and ensure it is communicated to the Lead Teachers.
11. Protect all children from physical punishment or verbal abuse by anyone in any program activity, and immediately report any such incident to the Lead Teachers or person in charge.
12. Attend training opportunities provided by other agencies as recommended by the Lead Teachers.

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 is Tuesdays and Thursdays, 7:45am-3:15pm. Mid-August to Early June