

## Preschool Aide Position for the 2020-2021 School Year

### Purpose:

To assist the preschool teacher in the daily duties of setting up, working with young children in large and small group activities, ensuring the safety & well-being of the children and cleaning up at the end of the school day.

### Hours:

- Following the school year on Wednesday & Friday from 8:45-12:15 (7 hours a week)  
This may increase to Wednesday & Friday from 8:45-12:00 / 12:30-3:45 if 2<sup>nd</sup> class fills (13 hours a week)
- Occasional evening events & teacher's meetings
- Flexible to substitute for other aides in other classes when needed

### Qualifications:

1. Member or regular attender in good standing
2. Enjoys working with young children
3. Has a love of learning, great attitude, patience and plenty of energy
4. Has a good understanding of early child development & age appropriate activities
5. Able to lift 40 pounds
6. Able to attend and assist the teacher for special evening programs:  
Auction, Christmas & Graduation and occasional teacher meetings
7. Punctual and reliable
8. Willing to learn and grow

### Job Duties Include, But Are Not Limited To:

1. Arrive daily at 8:45 am to help set up the classroom and prepare for the day
2. Welcome kids with a warm smile and positive attitude and helping to provide a loving & nurturing environment
3. Follow the teachers lead to assist in a variety of activities:
  1. Play time
  2. Circle time
  3. Table work time
  4. Recess
  5. Snack time
  6. Art
4. On occasion you will undertake a key role with specific children
5. Ensure good hygiene, safety, and well-being of the children during the school day and during bathroom breaks
6. Stay after class 15 minutes to help clean the classroom for the next day
7. Ensure any information concerning the children is always kept confidential
8. Further the overall mission of the church, by being ready and able to answer basic questions about the church and the Christian faith and desires to abide by and instill Christian values