



## Preschool Aide Job Description

<b>Job Title:</b>	Preschool Teacher's Aide
<b>Responsible to:</b>	Early Learning Director
<b>School Year</b>	2022-2023
<b>Organizational Classification:</b>	Part-Time Faculty
<b>FLSA Classification:</b>	Exempt / Salaried

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*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

**I. Scope of Responsibilities:** the preschool aide will be work under the immediate supervision of the classroom teacher to whom assigned by the Early Learning Director. The Aide will assist the classroom teacher in executing daily lessons, providing a safe learning environment, and promoting critical thinking skills and resiliency within a biblical framework.

**II. Essential Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

### A. Duties

1. Aware of the classroom and students supporting the teacher's goals for the day by redirecting students, supporting them one-on-one if necessary and helping redirect students and activities that have strayed from the teacher's goals and plans.
2. Provide the teacher the best possible learning situation for students within the classroom.
3. Frequent communication with the teacher to be able to help enhance the work support of the teacher and combined instructional effectiveness of the team.
4. Keep the room in order and well stocked with supplies. Keep track of the supplies and give the teacher a list of items to be restored.
5. Assist in returning learning items to their proper place at the end of the day.
6. Assist in preparing bulletin boards and student displays.
7. Handle both indoor and outdoor recess rotations with other preschool team staff.
8. Make copies, craft prep, laminate, take attendance, and collect forms for office duties.
9. Supervise free choice time.
10. Rotate schedules on morning carline duty.
11. Model and rehearse small group activities as outlined by the teacher.
12. Participate in morning prep meetings (15 minutes before morning carline opens) to receive the daily activities outline and get updates on students, families, and school news.



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### III. Performance Areas:

#### B. Job Effectiveness

1. Knowledge: Demonstrates job knowledge, understands how his/her work relates to the department and organization. Possesses knowledge of all tools, equipment and resources most useful to the position.
2. Organization: Plans and organizes work, demonstrates dependability and good attendance, makes effective decisions, effective problem solving/demonstrates good judgment, and handles multiple tasks simultaneously.
3. Results: Achieves needed results, takes responsibility, and communicates adequately and effectively.
4. Biblical Integration: Follows classroom teacher's lead on biblical integration into daily lesson plans and executes lessons within the framework of a biblical worldview.

#### C. Personnel Relations

1. Interpersonal Skills: Shows respect for others, actively builds trust, and demonstrates honesty/fairness. Maintains appropriate levels of confidentiality. Gives credit to others, routinely expresses positive feedback and gratitude, understands others' perspectives, supports diversity and understands related issues.
2. Teamwork/ Conflict Resolution: Actively applies teamwork principles, supports the goals of others. Keeps short accounts, seeks productive means for resolving conflicts, shows loyalty to those not present, and avoids backbiting and gossip.
3. Biblical Tenets: Approaches teaching responsibilities with Christ-like humility and accountability for oneself and students. Affirms Christian tenets in teaching and personal interaction with peers and students.

#### D. Organizational Success

1. Customer & Organizational Orientation: Makes student needs a priority, treats students with respect, and displays mission-mindedness. Shows support and respect for the institution, management, policies and procedures, and the community lifestyle statement.
2. Continuous Learning: Actively develops job related knowledge & skills and increases knowledge about the organization, flexible/adaptable to change, demonstrates creativity/innovation in work.

### IV. Job Requirements:



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- A. General:** Individuals must possess the knowledge, skills, and abilities listed or be able to explain and demonstrate that they can perform the essential responsibilities of the job, with or without reasonable accommodations in order to safely perform the essential responsibilities of the job.
- B. Physical:** Must be able to perform the following: talking, hearing, and seeing. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to, computers, copy machines and telephones.
- C. Mental:** Must be able to reason, analyze, prioritize, conceptualize, make judgements, and solve problems.

### **V. Qualifications:**

#### **A. Minimum:**

1. Ability to communicate the mission and vision of Lakeland Christian Academy.
2. Proven organizational skills, ability to meet deadlines, set and manage expectations, and translate goals into achievable steps.
3. Effective oral and written communication skills.
4. Strong Christian faith, commitment and volunteer service experience.
5. Affirms LCA's Statement of Faith.

#### **B. Preferred:**

1. 1-3 years early learning experience.
2. Associate degree or higher.