

POSITION: Creative Pre-School Teacher's Aide

ACCOUNTABLE TO: Board of Education

PURPOSE: To support the ministry of Peace Lutheran Church through the nurturing of pre-school children in basic life skills and support the mission and ministry of the Peace Lutheran Church by providing educational instruction, social skills education, as well as faith based reinforcement instruction.

PRIMARY DUTIES AND RESPONSIBILITIES:

The Spiritual life of the teacher's aide is of utmost importance, because he/she is the person who directly shares God's Word with the children in word and action.

The aide should know the Mission of the Church and the purpose of the preschool.

- Should relate well with young children and adults.
- Assist in setting up and maintaining an appropriate classroom environment for young children.
- Is responsible for the order and cleanliness of the classroom. *We expect that the teacher's aide perform minimum janitorial duties (take out trash, wipe down restroom, clean up after centers and put away all supplies, etc...) daily as needed. More thorough cleaning will be done on a weekly basis by the preschool janitor.*
- Attend any staff meetings.
- Reports to the Board of Christian Education through the Creative Preschool Director.
- Work together with staff on curriculum planning.
- Be aware of and comply with state and local regulations.
- Treat each student, parent and co-worker with dignity and respect.
- Must dress professionally (no t-shirts unless Preschool shirts, nice jeans or pants and nice shoes).
- Proper hygiene requires good judgment based upon the fact that you are representing the preschool, church and working with other Associates, the congregation and the public at large.
- Attend school-related functions.
- Attend conferences, workshops and other professional growth experiences as suggested by the director and/or Board of Education.
- Assist in public relation events sponsored by the preschool (Open House, Fundraisers, etc...)
- Drive the preschool van as needed for pick-ups and drop-offs of preschool students.
- Provide support for the Preschool Director and help carry out classroom activities and lessons.