



Job Description

Teacher Aide

Mission Kidz Preschool seeks a person to join our ministry leadership team and share the spirit of engaging all people in sharing their God-given gifts for ministry in ways which are meaningful and enriching to faith and daily life. A teacher's aide of Mission Kidz Preschool will be a staff person involved in aiding our lead teachers in coordinating, furthering, equipping, and encouraging preschool families in a comprehensive preschool ministry system. The goal of this endeavor will be to share the love of God through an exciting preschool curriculum of discovery & exploration with preschoolers and their families.

The person selected for this position will be responsible for assisting a classroom teacher in the general supervision and management of the children. The person selected for this position will also aid in classroom management and overall beautification of our campus. The person selected for this position shall be at least 18 years of age, in the process of becoming professionally prepared to supervise young children, and must meet the requirements of the licensing agency. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and employees, and be willing to fulfill responsibilities in accordance with the school's educational philosophy. The person selected for this position shall be able to speak, read, and write English fluently.

MKZ Qualifications

A teacher's aide of Mission Kidz Preschool must have a sense of call and a passion for ministry with preschool age children and their families that is grounded in an understanding and appreciation of Christian theology. This person should have significant experience in preschool age ministry and possess good communication skills with both young children and adults. Commitment comes from an understanding of God's love for us and God's desire for us to make the Good News of Jesus Christ come alive in tangible ways for each family.

Specific experience should include demonstrated experience and continuing education in the preschool field with licensure or certification in early childhood education. Excellence in student/teacher relationships, communication, and working with other preschool staff and students is desired for the purpose of developing a passion for this early childhood ministry. This person should see this position as a call to ministry of preschool age children. The aide must be able to work well with all staff, volunteers, and preschool families.

State Qualifications

101216.2 TEACHER AIDE QUALIFICATIONS

- An aide in a Child Care Center must be 18 years of age, a high school graduate, or be currently participating in an occupational program at high school.
- An aide shall work only under the direct supervision of a teacher.
- An aide may escort or assist children in going to the bathroom and may supervise napping children without being under the direct supervision of a teacher.

Responsibilities:

A preschool T.A. has a wide array of specific duties, which they must complete on a daily basis.

1. Attending church regularly.
2. Praying with children.
3. Assisting in the implementation of the daily program under the direction of the teacher.
4. Assisting in planning and preparing the learning environment, setting up interest centers and preparing needed materials and supplies.
5. Supervising the classroom when the teacher is out of the room.
6. Helping with general housekeeping and kitchen tasks.
7. Assisting the teacher in any other appropriate ways.
8. Maintaining professional attitudes and loyalty to the school.
9. Treating all children with dignity and respect.
10. Attending all staff meetings and recommended training programs and conferences.
11. Participating in professional workshops that work for the improvement of early childhood education.
12. Maintaining confidentiality about children, their families, and other employees outside the school.
13. Supervising outside playground activities.
14. Helping with the operations of audio/visual aids (projectors, etc.).
15. Follow directions given by head teacher or immediate supervisor.
16. Assist staff with both long and short-range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
17. Maintain daily open communication with parents.
18. Maintain confidentiality.
19. Report any suspect abuse to supervisor.
20. Arrange a classroom environment in accordance to program goals and philosophy.
21. Maintain a safe and healthy environment.
22. Inspect and replace damaged or lost materials.
23. Attend in-service and staff meetings.
24. Keep all appropriate records such as records, attendance and time sheets.
25. Meet all applicable licensing regulations.

Dress Code:

Preschool teachers may wear attire that is conducive to the preschool environment. Modest attire is required (1 Timothy 2:9, Philippians 4:9). Casual jeans and tennis shoes are acceptable. Please be mindful that this is a Christian preschool and we want all of our staff to present themselves in a modest respect.

Unacceptable attire includes clothing with written messages contrary to Christ-centered morals or standards, spaghetti strap/sun dresses, low-neck lines or large sleeve openings, tight fitting clothing, tank tops, halter-tops, body shirts, pants or shorts with wording across the seat, or short shorts. No skin-tight shorts such as spandex or bicycles type shorts are permitted. Clothes may not be worn in a way that may expose undergarments. Torn, dirty, or wrinkled clothing. Flip flops, bedroom slippers, combat boots, or work boots. See-through clothing, shirt or blouse buttons opened beyond the mid-point of the chest. No visible tattoos or body piercing.

Exceptions to the above criteria may be permitted with prior approval of the building administrator.

Children learn cleanliness and organization best by having an active part in picking up after them selves and by seeing their teacher also taking an active part in clean up. They look up to you, and see you as an example of what they can become. For this reason, and for the general appearance of the school we encourage all staff members to be active in maintaining neat, orderly classroom and play areas.

The Duties and or Responsibilities of a Teacher vary and are subject to be changed or be amended.

I have read the above job description and dress code and agree to abide by the school's standards.

Employee Signature

Date