

Columbia Academy

Job Description

Preschool Assistant

Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy is seeking staff applicants who are active members of a congregation of a church of Christ. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.

TITLE: PRESCHOOL ASSISTANT

REPORTS TO: PRESCHOOL DIRECTOR

PAYROLL STATUS: HOURLY NON-EXEMPT, FULL-TIME, TEN MONTH

TYPICAL HOURS: 9:30 – 5:30 WITH A 30-MINUTE LUNCH BREAK

PURPOSE AND SCOPE OF THE POSITION

The Preschool Assistant reports to the Preschool Director and works with preschool teacher(s) to ensure a positive, Christian education for all Preschool students.

MAIN RESPONSIBILITIES AND JOB TASKS

1. Assist Preschool lead teacher(s) in performing specific duties as assigned or undertaking specialized tasks.
2. Coordinate the Extended Day program at the Preschool including scheduling other adult workers for after school supervision.
3. Assist in providing individual and small-group instruction in order to adapt the curriculum to the needs of pupils' intellectual abilities.
4. Assist in establishing and maintaining standards of student behavior.
5. Take over the teacher's job duties when the teacher steps out of the classroom.
6. Help maintain individual records for each student.
7. Perform a variety of office assistance tasks such as photocopying, filing, laminating, etc. as required.
8. Assist in setting up lunch for students and keeping a clean kitchen area.
9. Assist in setting out nap mats for students and watch nap rooms.
10. Perform other duties as assigned by the Preschool Director.
11. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

KEY COMPETENCIES

1. The ideal Preschool Assistant shall
 - Have earned a college degree or its equivalent
 - Have general knowledge of computer programs including the ability to operate computerized word processing programs and e-mail at a highly proficient level
 - Feel comfortable teaching and working with young children
 - Have knowledge of child developmental stages
2. The Preschool Assistant must demonstrate the following skills:
 - Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community
 - Excellent interpersonal skills including effective written and verbal communication
 - Attention to detail and high level of accuracy
 - Ability to anticipate work needs and follow through with minimal direction
 - Ability to demonstrate sound judgment in decision making
 - Ability to remain objective and impartial in relationships with teachers, children and parents
3. The Preschool Aide must demonstrate the following personal attributes:
 - Fully committed to his/her Christian faith in belief and practice
 - A member in good standing of a local church of Christ
 - Have excellent integrity and demonstrate good moral character
 - Be completely honest, trustworthy and dependable
 - Possess cultural awareness and sensitivity
 - Be flexible and enthusiastic
 - Demonstrate a sound work ethic
 - Maintain strict confidentiality in regarding to student records and behavior

WORKING CONDITIONS

The Preschool Assistant may spend significant periods of time standing, walking, and moving, which may cause muscle strain. Also, there are periods of carrying, bending, kneeling, pushing, pulling and light lifting.