

# Columbia Academy

## Job Description

### Jr. K Aide

*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:** JR. K AIDE  
**REPORTS TO:** PRESCHOOL DIRECTOR  
**PAYROLL STATUS:** SALARY NON-EXEMPT, FULL-TIME, TEN MONTH  
**TYPICAL HOURS:** 7:30 – 3:30 WITH A 30-MINUTE LUNCH BREAK

**PURPOSE AND SCOPE OF THE POSITION**

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

**MAIN RESPONSIBILITIES AND JOB TASKS**

1. Assist Jr. K teacher(s) in performing specific duties as assigned or undertaking specialized tasks.
2. Assist in providing individual and small-group instruction in order to adapt the curriculum to the needs of pupils' intellectual abilities.
3. Assist in establishing and maintaining standards of student behavior.
4. Help plan daily lessons and classroom activities, including preparation of instructional materials.
5. Help maintain individual records for each student.
6. Perform a variety of office assistance tasks such as photocopying, filing, laminating, etc. as required.
7. Assist in setting up lunch for students.
8. Assist in supervising the children at all times.
9. Perform other duties as assigned by the Preschool Director.
10. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

## **KEY COMPETENCIES**

1. The ideal Jr. K Aide 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 Jr. K Aide 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 Jr. K 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 Jr. K Aide 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.