

# Columbia Academy

## Job Description

### Lower School Kindergarten 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:** LOWER SCHOOL KINDERGARTEN AIDE

**REPORTS TO:** LOWER SCHOOL PRINCIPAL

**PAYROLL STATUS:** HOURLY 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 Lower School Kindergarten Aide reports to the Lower School Principal and works with the Kindergarten teachers to ensure a positive, Christian education for all kindergarten students.

**MAIN RESPONSIBILITIES AND JOB TASKS**

1. Assist Kindergarten teachers 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 daily rotation of TLC activities.
9. Organize and collect money for field trips, pictures and other activities.
10. Complete purchase orders and check requests for kindergarten purchases.
11. Assist with room cleanliness including washing tables and surfaces.
12. Assist students who are sick and communicate with child's parent(s).
13. Perform other duties as assigned by the Lower School Principal.
14. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

## **KEY COMPETENCIES**

1. The ideal Kindergarten 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
  
2. The Kindergarten 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, organization and high level of accuracy
  - Ability to anticipate work needs and follow through with minimal direction
  - Ability to demonstrate sound judgment in decision making
  - Maintain strict confidentiality in regard to student and family information
  - Ability to remain objective and impartial in relationships with faculty/staff, students and parents
  
3. The Kindergarten 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
  - Excellent integrity and demonstrate good moral character
  - Completely honest, trustworthy and dependable
  - Possess cultural awareness and sensitivity
  - Be flexible and enthusiastic
  - Demonstrate a sound work ethic

## **WORKING CONDITIONS**

The Lower School Kindergarten 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.